**Bus Driver – Grant Funded**

# Grade: 3

**FLSA: Non-Exempt**

**Date: 08/18**

**Job Summary:** Performs transportation services for patrons to destinations on all transportation routes within the County.

**Essential Functions:**

1. Transports patrons to destinations on all transportation routes within the County;
2. Complete the Driver Data Collection sheet; which shows trip mileage, ticket sales, monthly

 pass sales and passenger ridership;

1. Collects passenger fares;
2. Performs pre and post trip inspection of vehicle assigned;
3. Maintains and cleans vehicle;
4. Ensures vehicle fluids and fuel are full;
5. Assists passengers load or disembark when necessary;
6. Transport senior citizens and/or persons with disabilities to Senior Nutrition Centers, medical appointments and shopping centers;
7. Train new drivers and attend in-service training;
8. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to safely operate a bus or other assigned vehicle;
3. Ability to effectively communicate with other staff and members of the public;
4. Ability to keep accurate records;
5. Knowledge of Maryland state traffic laws and St Mary’s County roads;
6. Basic math skills.

**Education and Experience:**

1. High school diploma or G.E.D.;
2. Or any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited may be considered.

**Additional Requirements:**

1. Valid MD Driver’s License Class B/CDL with Passenger Endorsement.
2. Successful completion of Department of Transportation Physical/DOT physical examination.
3. Available to work Monday – Friday 5:00 a.m. – 11:00 p.m. and Saturdays

5:00 a.m. – 11:00 p.m. and Sundays 5:00 a.m. – 8:00 p.m.

1. Position is classified as safety-sensitive and shall be subject to drug and alcohol testing as required under federal regulations.
2. Successful candidate must provide proof of eligibility to work in the United States prior to employment.

**Physical and Environmental Conditions:**

Work demands occasional strenuous effort. May perform manual work involving walking over rough, uneven terrain, repeated bending climbing, crouching, stooping, stretching, reaching or, handling moderately heavy equipment or materials from 30 to 60 pounds. Must also have the physical ability to push/pull, squat twist and turn and have the ability to evacuate people from the bus in the event of dangerous conditions and be able to sit for long periods of times.

Work involves risks or discomforts which require special safety precautions, e.g., working around moving parts, or machines, and/or avoidance of trips and falls, observance of traffic signals, and/or working in moderate to adverse outdoor weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date