

IDENTIFICATION City of Brentwood Parks and Recreation Department
 Position Title: Bus Driver
 Immediate Supervisor: Recreation Supervisor
 Starting Pay Rate: \$14/hr

For Additional Information or to apply, contact akoger@brentwoodmo.org or call 314-963-8684

POSITION SUMMARY

This position provides safe operation of the City's 14 passenger wheelchair equipped mini-bus. Also responsible for the operation and transportation of resident senior citizen's and persons with disabilities to various activities and destinations. Aides with transportation needs for other senior programs and trips. Prepares reports and performs other duties as required.

Candidates must be fully vaccinated against COVID and willing to submit vaccination records. Candidates also must submit to pre-employment drug screening and random testing.

Grade:	10
FLSA Status:	Non-Exempt
Work Schedule:	Part Time – Primarily weekdays, evenings and weekends dependent upon special events

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Drives mini-bus.
2. Assists passengers on and off vehicles.
3. Carries packages from vehicles to resident's home.
4. Operates two way radio/cell phone.
5. Performs basic maintenance of vehicle including checking oil and fluids, vacuuming and washing. Refuels as needed.
6. Organizes ride schedule to keep accurate pick up times.
7. Reports vehicle service needs to supervisor as needed such as brakes, tune up, lights, etc.
8. Keeps accurate daily records of scheduled rides.
9. Deals efficiently and courteously with staff and public.
10. Performs other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

1. Ability to read maps and follow directions.
2. Skill in the operation of a 14 passenger mini-bus.
3. Ability to operate a two way radio and/or cell phone.
4. Ability to follow oral and written instructions.
5. Ability to establish effective working relationships with fellow employees, city officials and the general public.

MINIMUM EDUCATION, CERTIFICATION AND EXPERIENCE REQUIREMENTS

Graduation from a general or technical high school. Previous experience required. Must have a valid Missouri Class E (Chauffeur's) License, or Commercial Driver License and be insurable with the city's insurance carrier.

EQUIPMENT USED TO PERFORM THE JOB

Two way radio, cell phone, 14 passenger vehicle/minibus.

APPLICANT CERTIFICATION

I have read and understand the duties and responsibilities of the job for which I am applying. I can meet these requirements with or without reasonable accommodations.

Name (Print) _____ Position _____
 Signature _____ Date _____

Revised 5/1/08
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