JOB POSTING

West Bloomfield Parks is seeking a part-time bus driver. Drivers operate a 14 passenger (or smaller) bus to transport senior and handicapped residents to and from various recreation programs, trips, medical appointments and errands. This position is subject to continuous drug & alcohol screening.

The position is part time, averaging 15-18 hours per week during day time hours. Occasionally trips are scheduled in the evenings or weekends; other opportunities may be offered for shifts for special events.

JOB SUMMARY:

- Must be 18 or older
- Must have great interpersonal skills
- Must have high school Diploma or equivalent
- Must have Michigan Driver’s License with a Chauffeur’s Endorsement
- Must have a good driving record
- Bus driving experience preferred

For a complete job description with primary duties and responsibilities, as well as minimum qualifications, go to www.wbparks.org and click on Employment Opportunities.

HOURS: Monday-Friday, as scheduled, averaging 15-18 hours per week.

HOURLY RATE: $11-13, depending on qualifications

TO APPLY: To be considered for this position, please submit a completed application and resume to:

West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Blank applications are available at West Bloomfield Parks and Recreation or download a copy online at www.westbloomfieldparks.org.
Job Description
Job Title: Bus Driver Part Time  
Department: Recreation  
FLSA Status: Non-Exempt  
Salary Grade: Grade 6

Position Description Summary: West Bloomfield Parks is seeking a part-time bus driver. Drivers operate a 14 passenger (or smaller) bus to transport senior and handicapped residents to and from various recreation programs, trips, medical appointments and errands. This position is subject to continuous drug & alcohol screening. Must be 18 or older & have good driving record. Preferred 1-2 years of related transportation experience.

The position is part time, averaging 15-18 hours per week during day time hours. Occasionally trips are scheduled in the evenings or weekends; other opportunities may be offered for shifts for special events.

Working Hours: Monday-Friday, as scheduled, approximately 15-18 hours per week.

Essential Function(s) of the Position:  
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

- Operates a bus to transport senior and handicapped residents to/from various recreation programs and trips as well as medical appointments and errands.
- Assists riders on/off the bus, transport packages, collect fares, etc.
- Assumes responsibility for routine maintenance of assigned vehicle.
- Maintains accurate vehicle records including odometer reading and fuel consumption.
- Other duties as assigned.

Education/Experience/Licenses/Certificates:  
- High School diploma or equivalent preferred.
- CPR, First Aid, AED
- Valid Michigan Driver’s License with a Chauffeur’s Endorsement

Knowledge, Skills and Abilities:  
- Great interpersonal skills to effectively communicate with all levels of staff and riders in regards to exchanging of information.
- Mental ability to handle pressures related to meeting ongoing scheduling requirements.
- Ability to establish and maintain effective working relationships with site supervisors, co-workers, instructors, program participants, volunteers and general public.
- Must be able to resolve problems and exchange information with peers. Must have the skills to handle problem situations in a tactful, courteous and respectful manner.
- Must be professional in appearance.
Equipment, Machinery, Tools and Vehicles Used:
SMART bus, minivan, truck, cleaning supplies, snow shovel/salt.

Physical Demands:
Physical ability to operate a bus, sit for extended periods of time and assist riders on/off the bus. Must be able to sit or stand for periods of time and withstand the outdoors for some periods of time, in all elements. Must be able to lift 50 pounds.

Working Conditions:
Work involves travel to various locations throughout the Township with exposure to adverse weather, traffic hazards and the like. Occasionally trips will be scheduled outside the Township. Must be able to work with the public throughout entire shift. May occasionally be exposed to extreme heat/cold.

Reporting Relationships:
A person in this position will work under the Park Superintendent.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

_________________________________________ ____________________
Employee Signature Date

_________________________________________ ____________________
Executive Director Signature Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.