



Contingent Bus Driver Job Description

Reports to: Community Engagement Manager

FLSA: Contingent Hourly (Non-Exempt) Position

Summary:

Working under the direct supervision of the Community Engagement Manager, the Bus Driver drives SourcePoint's 14-passenger bus, on an irregular schedule, and is responsible for the safe transportation of participants in community programs, or other designated SourcePoint programs. Programs includes, but are not limited to, day trips, program excursions, and SourcePoint Café dining site transportation.

Essential Job Functions and Expectations:

- Represent SourcePoint in a friendly and courteous way.
- Attend, complete and pass all driving education/practical demonstrations, as required by SourcePoint.
- Drive safely along designated routes.
- Obey traffic laws, safety procedures, and transit regulations.
- Pick up and drop off passengers at designated locations.
- Follow a specific timetable while on duty.
- Use bus lift per policy and vehicle directions, secure wheelchair tie downs per vehicle directions.
- Communicate with passengers and employers regarding delays or any issues along a route. Be prepared to respond appropriately to emergencies per Emergency Response Plan.
- Complete pre-trip check, including bus tires, lights, and oil before leaving SourcePoint; maintain operating/safety records and report any variations or discrepancies to the Community Engagement Manager.
- Maintain cleanliness of the bus after each usage.
- Attend and participate in all-staff meetings, training sessions, and in-service education programs, as required.

- Perform other duties as assigned.

Qualifications:

- Valid driver’s license, proof of insurance, and acceptable driving record.
- Twenty-one (21) years of age or older with at least three (3) years of driving experience.
- Previous transportation experience preferred.
- Ability to navigate bus maneuverability test, as determined by SourcePoint or agency partner.
- Experience working with older adults preferred.
- Flexible availability to accommodate irregular schedules that may include weekday, evenings, and weekends.
- Ability to follow instructions and work cooperatively with others.
- Ability to communicate clearly.
- Ability to maintain accurate records.
- Creativity in dealing with ambiguity and change.
- Ability to make decisions independently.
- Ability to work in all types of weather situations.
- Physical ability to perform duties; ability to lift a minimum of 30 pounds on an infrequent basis; ability to safely navigate uneven terrain and stairs.

Other:

It is recognized that in any organization, particularly a small organization, it is necessary to assume new responsibilities appropriate to ensure a smooth continuity of operations with the organization. Not only is the Contingent Bus Driver required to wear many hats, but it is expected that this person will be familiar with the work of others to the point of being able to fill in on a temporary basis. It is also anticipated that other organizational needs will emerge from time to time which will be assigned to the Contingent Bus Driver.

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Employee Printed Name

Employee Signature

Date

Created: 5/2/2018
Revised: 7/26/2021