



## **ColumBus Transit On Call / Part-Time Bus Driver**

**Position: Part-time On Call Bus Driver**

**FLSA: No-Exempt**

**Status: Part –Time**

**Supervised By: Transit Coordinator**

**Supervises: None**

**Wage: \$13.46 - \$19.21**

**Application Deadline: 9/24/2018**

### **General Summary:**

- Under the direction of the Transit Coordinator, driver is responsible for operating a city bus on a predetermined route and maintaining a time schedule. Involves communicating with public, handling route questions, and problems that arise. An On call Driver's hours can vary, dependent upon demand. An On Call Driver will be asked to drive for a full time driver in their absence, (vacation, sick, personal etc.).

### **Specific Duties:**

- Drives bus on a predetermined route while maintaining a time schedule.
- Drivers' responsibility to pick up their schedule for the upcoming week.
- Drivers' responsibility to keep CDL physical forms, and license up to date. Provide renewal copy to the office for their file.
- Checks bus for safety and mechanical condition prior to starting route
- Cleans, fuels, and washes bus
- Records passenger counts and completes maintenance reports
- Works with public daily and assist them with route and directions
- Must be able to handle various situations
- Frequently works independently and judgment required based on established policies and procedures.
- Perform other related duties as required.

### **Job Qualification:**

- Possession of High School Diploma or GED desirable.
- Prior experience driving and dealing with the public is a plus.
- Commercial driver's license-Class B with air brakes and transporting passenger endorsement, with clear records.
- Ability to work in harmony with public, other employees and supervisors.
- Availability required for call outs, holidays and Saturdays

### **Working Condition:**

- Frequent work out-of- doors in inclement weather and exposure.
- Frequent exposure to grease, dirt and dust, etc.
- Substantial amount of physical efforts required.

**Note:**

An On Call Bus Driver is a part time position and this employee is not eligible for any benefits (such as health insurance, paid time off, etc.). This employee shall work no more than 1559 hours per year.

Full and Part-time Transit employees in positions that require a CDL are subject to drug testing, a CDL Physical and an Indiana Drivers check prior to hiring. As required by FTA, all CDL holders will be subject to random drug testing.

**DATE ADOPTED:**

**REVIEWED AND APPROVED:**

**FORMATTED: January 9, 2015**