

SKAMANIA COUNTY JOB DESCRIPTION

**TITLE: BUS DRIVER II
SENIOR SERVICES**

**FLSA STATUS: Non-Exempt
Approved: 10-97; 8/10
Revised: 1/03; 10/03, 5/09, 8/10
Range: 12**

SUMMARY

Provides transportation services for qualified residents of Skamania County through the Skamania County Senior Services Department. Responsibilities include the safe operation of buses and/or other vehicles, adherence to schedules, and the courteous treatment of passengers. This position is an Federal Transportation Administration safety sensitive position.

ESSENTIAL FUNCTIONS

Safely drives buses and vans to transport the elderly, disabled and general public of Skamania County.

Receives route sheet from the office, including any special instructions. Records data concerning transportation route.

Maintains established time schedules for each day, allowing for flexibility if unusual circumstances occur.

Provides client assistance on and off of the bus and/or other vehicle. Assures that the client reaches his/her destination in a safe manner. Carries packages and other items as necessary for the client.

Performs minor maintenance on buses and other vehicles as needed. Maintains the cleanliness of the buses and other vehicles used for transporting clients.

Maintains accurate records of mileage, fuel, and oil consumption, passenger count and destination, and program counts.

Performs one or more of the following functions as assigned.

- Drives transit bus as scheduled between Skamania County and the Transit Center in Vancouver
- Assists bookkeeper in matching route sheets to vehicle records, and distributing costs to programs based on route sheet data.

PERIPHERAL FUNCTIONS

Assists clients with errands and other needs within the scope of allowable services.

Delivers meals to senior citizens in their homes.

Continuously assesses home environments for the safety and health of the client.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the local service area (streets, highways, and roads) for which transportation is provided, as well as a general knowledge of the location of medical facilities in metropolitan areas.

Knowledge of the operational and minor maintenance requirements of vehicles and the ability to perform such.

Demonstrated skill in the operation of a motorized vehicle in a variety of weather conditions.

Skill in training other drivers as needed.

Skill in preparing clear, accurate records and reports related to the position.

Skill in public relations.

Ability to assess situations and/or circumstances and determine the appropriate course of action.

Ability to operate wheelchair ramps and lifts.

Ability to consistently meet strict time schedules.

Ability to read and interpret maps.

Ability to maintain a professional demeanor under sometimes-stressful circumstances.

Ability to communicate clearly and concisely, orally and in writing.

Ability to converse with senior citizens, disabled citizens and the public in a patient and courteous manner.

Ability to establish and maintain professional working relationships with senior citizens, disabled citizens, county staff, and the general public.

Ability to maintain confidentiality.

EDUCATION AND EXPERIENCE

One year of experience driving and transporting passengers in a van, bus, or other vehicle and the demonstrated safe performance of such in a variety of weather conditions.

LICENSES/CERTIFICATES

Must have a valid State driver's license and a valid Commercial Driver's License, in coordination with an approved driving record from the Department of Motor Vehicles.

First Aid and CPR certification required.

WORKING CONDITIONS

Work is performed primarily in a vehicle obtaining and transporting passengers. Driving in various weather conditions is a requirement of the position.

As an FTA safety sensitive position, this position is covered under the Skamania County Drug and Alcohol policies and procedures that requires pre-hire, post accident and random testing.

PHYSICAL REQUIREMENTS

The duties of the above position require the physical ability to safely assist passengers and/or maneuver wheelchairs throughout the course of the transportation service. Other physical requirements include driving, sitting, walking, pushing, pulling, stooping, bending, reaching, twisting, and the ability to lift up to 40 pounds. Requires finger dexterity, sense of touch, gripping with fingers and hands; ability to see, hear voice conversation, and to speak.

The statements contained herein reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

It is the policy of Skamania County to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical/mental disability.
