

**Town of Colmar Manor  
Bus Driver  
Job Description**

**Accountable to:** Town Administrative Assistant

**Status:** Part-time

The purpose of the Town Bus Driver is to provide transportation to Town residents. This position is responsible for safely operating a 17-seat passenger bus while maintaining an on call daily schedule within a 5-mile radius of Colmar Manor, maintaining a clean bus, reporting all mechanical issues and documenting all bus trips. This position requires a person who is friendly and enjoys working with the public, has a valid Maryland CDL, has a clean driving record, knows the area roads and landmarks, can work independently and has effective listening and verbal communication skills.

**Essential Job Functions:**

*Not all the listed duties may be required and other duties not listed may be assigned.*

- Transport Town residents while ensuring their safety and welfare while on the bus by complying with traffic rules and regulations
- Assist disabled residents getting on and off the bus and operate the handicap lift, if necessary.
- Complete all required documentation regarding bus daily trips, maintenance, and accident reports
- Follow all organizational policies regarding incidents and accidents
- Perform daily bus report before and after each shift (check gas, lights, check warning lights, tires, body damage, etc.). Notify supervisor immediately of any needed maintenance or repairs
- Keep the bus clean and free of debris
- Interact with residents and members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and/or quality of service. The Bus Driver shall direct resident questions and/or complaints to the supervisor.
- Return and secure vehicle at end of shift

## **JOB REQUIREMENTS**

- High School Diploma or equivalent
- Must have a commercial driver's license (CDL) with a passenger (P) endorsement
- Must have a Medical Examiner's Certificate certifying driver has had a physical examination and is in good health to operate the bus
- Pass criminal background check

## **TECHNICAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

- Ability to follow detailed instructions
- Ability to complete various forms, including scheduled trips sheet, commuter count sheet, time sheets, incident and accident reports, etc.
- Ability to read maps and follow written and verbal geographic directions
- Knowledge of the area's roads and landmarks
- Ability to plan and execute the most efficient travel routes possible
- Knowledge of how to operate bus wheel chair lift
- Communicate clearly and effectively with Administrative Assistant, other Drivers, and staff as appropriate
- Ability and motivation to treat all residents, public and staff with respect and dignity
- Must be self-directed and organized

## **HOURS OF WORK**

Paid by the hour for daily trips and on an as needed basis for scheduled trips while driving and while engaged to wait. Variable schedule of work required. Usually, six hour shifts 2-3 days per week between 9am and 3pm.