

City of Valley

Job Description – Senior Center Bus Driver

Reports to Senior Center Manager

FLSA Status – Non Exempt

Hours – 7:30 AM to 1:30 PM

Summary: Drives vehicle to transport clients or meals by performing following duties.

Duties and Responsibilities: Drives vehicle to pickup clients from their homes or central location to the Senior Center and then back home. Check phone messages, calls and list for clients that cannot come or homebound that will not be home. Maintain the Senior Center area at times.

Assists disabled passengers wheelchairs to restraining devices to stabilize wheelchairs during trip.

Help prepare and deliver meals to homebound clients within the required guidelines. Report to Manager any problems with homebound clients and when not home.

Inspects vehicle with checklists and for damage reporting it to Manger. Keeps vehicle in a clean condition, filled with gas and serviced. Make Manager aware of maintenance needs. Keep accurate daily and monthly vehicle reports. Be responsible for bus and building keys.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and work with senior citizens. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: High School diploma/GED, prior experience and training helpful but not required. Valid Drivers License (CDL) required and Excellent Driving Record.

Physical Requirements: While performing the duties of this job, required to stand, walk, sit, use of hands, fingers, talk, reach and hear. Occasionally required to stoop, kneel, crouch and crawl, lift up to 25 pounds.

While performing job duties, the employee is frequently exposed to outside weather conditions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirement of the job change.

All applicants selected for this position will be required to submit to a pre-employment physical and drug screen and background check prior to employment.