



## **Bus Drive Job Description**

Rotates driving one of three (3) Elk Grove Township buses (12, 18 & 24 passenger units equipped with handicap lifts) within Township boundaries. Work hours 9:00a.m.-4:00p.m. Benefits, Vacation, Holiday Pay and participation in Illinois Municipal Retirement Fund.

Reports to Township Administrator and works closely with Township Administrative personnel that book reservations and coordinate daily transportation process.

### **1. Day to Day Operations**

- Review itinerary each day prior to start of route
- Transport all senior citizens & disabled passengers requesting trips to dialysis, doctor appointments, shopping, senior centers, special trips, etc.
- Assist in coordinating passenger pick up times and return trips home
- Keep Administrative personnel informed of any concerns with all passengers' health and their ability to travel (i.e. - ambulatory, confused, etc.)

### **2. Safety Training**

- Complete training for First Aid and CPR/Defibrillator use
- Trained on passenger safety: handicap lift on all Township vehicles including use of restraints for wheelchair hook-up(s)

### **3. Maintenance**

- Perform Safety checks (oil levels, brake lights, mirrors, directionals, emergency brake) on bus each morning before beginning route to ensure all are in good working order and communicate any safety/ maintenance issues
- Fueling buses and record usage amount for financial recordkeeping
- Responsible for periodic bus cleaning throughout the year

### **4. Skills**

- Excellent communication skills
- Able to interact with diverse groups of people
- Capable of following established rules & guidelines of transportation program

### **5. Requirements**

- Hold a CDL with a "P" (Passenger) endorsement and keep CDL current
- Temperament to work with seniors and disabled bus passengers

### **6. Other**

- Duties that may be assigned such as assisting with creating daily bus routes, occasional office work, distributing approved Township information to bus riders and being versed in other Township assistance programs.