



Position Description

Job Title	Bus Driver
Department	Recreation
Employment Status	Part-time
Exempt/Non Exempt Status	Non-Exempt Status

Scope of Work

The Bus Driver is a short-term position that reports to the Recreation Supervisor/Director of Recreation for trips. The bus driver is responsible for safely transporting park district participants and park district staff to specified locations.

Work Location

Wood Dale Recreation Center, 111 E. Foster Ave., Wood Dale, IL 60191 and various parks and facilities throughout the Chicago-land area

Supervision

Received	Works under the general supervision of the Recreation Supervisor and Director of Recreation
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Essential Job Functions

- Pick up and transport program participants in the most economical way regarding time and mileage.
- Wear a safety belt and give verbal instructions to passengers to do the same.
- Assist participants to the location or vehicle if assistance is needed.
- Assist participants on and off vehicle and carry packages from vehicle to location when necessary.
- Observe all specifications regarding personal appearances, daily vehicle check, driver report sheets, time sheets and emergency procedures.
- Follow the written policy and procedure manual for transportation of program and observe all regulations.
- Follow specific instructions from Recreation Supervisor/Director of Recreation regarding special outing and field trips
- Refuel the vehicle at the completion of service and record the fuel and mileage used in the established manner.
- Demonstrate and support park district customer service standards.

- Follow district and departmental safety, personnel, and administrative policies, procedures and ordinances.

Other Job Functions

- Communicate with the Recreation Supervisor/Director of Recreation on a regular basis to obtain updated driver’s schedules.
- Maintain a clean vehicle including the interior and exterior. Do a sweep of the vehicle after every trip to be certain that no one has left any items behind. Empty trash bags after each trip.
- Test the AED equipment once a week.
- Must carry park district cell phone, have it on at all times, and abide by the park district rules regarding cell phone usage.

Requirements of Work

- High school diploma or equivalent
- Must meet the minimum age requirement of 25-years of age in order to drive.
- Have a valid Illinois CDL driver’s license, class B with a P endorsement for a minimum of three years.
- Have (or obtain prior to employment) a Medical Examiner’s Certificate.
- First Aid/CPR/AED certified or ability to obtain within 3 months of hire.

Knowledge of

- Internet to download driving directions and communicate with Recreation Supervisor/Director of Recreation
- Basic knowledge of recreation complex procedures so that information can be given to participants when necessary.

Ability to

- Be familiar with the operation of a wheelchair lift and provide special assistance to non-ambulatory participants so that they may gain access to and from the bus (in the event it is necessary to borrow a vehicle with such equipment)

Necessary Special Requirements

- Requires flexibility of work schedule which may include days, nights and weekends.
- Work is subject to inside/outside environmental conditions.
- Requires occasional lifting of heavy objects weighing up to 30 pounds.

Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Considerations

May be exposed to elements when driving to meetings or when working at outdoor functions. Most activities are performed indoors where the conditions include heat, cold and noise.