



## Village of Sister Bay

**Job Title:** Bus Driver

**Department/Fund:** Public Works/General Fund

**Summary Description:** The Bus Driver is a part-time position in the Village of Sister Bay. This person is responsible for driving, general operation, and routine maintenance of the Village of Sister Bay bus. The Bus Driver is an employee of the Public Works Department, but the day-to-day supervision is provided by the Sister Bay Advancement Association via a contract, with quarterly or as needed performance reports to the Director of Public Works. The work schedule involves evening or night hours, weekends, and some holiday hours. The bus operating schedule for the year is established by the immediate supervisor.

### **Job Duties and Responsibilities:**

Perform pre-trip inspections of the vehicle and completes the pre-trip checklist. Clean and sweep bus prior to departure.

Follow the bus route while stopping at all scheduled stops. Able to read and understand the route sheet and simple instructions.

Assist elderly and disabled passengers with embarking and disembarking.

Safely transport passengers to their stop while obeying all traffic laws. All motor vehicle accidents must be reported to the police, immediate supervisor, and Village Administration Office as soon as practical and per Village policy.

Troubleshoot and report mechanical issues to the immediate supervisor. Make repairs when possible and if capable.

Communicate with the immediate supervisor regarding route or stop issues, issues with passengers, mechanical issues, etc. Able to take direction from supervisor.

Behave courteously and with respect toward passengers, other drivers, and members of the public. Enforce necessary rules of the bus for the safety of passengers and the public. Reports injuries and issues in accordance with procedures. Escalates issues as necessary.

Ensure all passengers are treated fairly and courteously. Harassment or other demeaning or illegal behavior is to be documented and reported to the immediate supervisor without delay.

### **Qualifications and Knowledge/Skills:**

Employee must be at least 18 years of age, hold a valid Wisconsin driver's license, maintain a clean driving record, and must have a high school diploma or equivalent. Employee must be professional, trustworthy, and punctual and have good customer service and verbal communication skills. Basic writing and maintenance skills required. Conflict resolution skills a plus. Drivers must not be under the

influence of drugs, alcohol, or other intoxicants that may impair their ability to safely operate the vehicle or make sound decisions.

**Working Conditions and Physical Demands:**

The working conditions and physical demands described below are representative of those that will be encountered or 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.

- Work in confined spaces under various, and occasionally extreme, weather conditions and may be subject to irregular hours and overtime.
- Exposure to hazards and conditions where there is a possible danger to life, health, or bodily injury, which may include mechanical, electrical, air contaminations, and noisy environments.
- Exposure to odors such as exhaust, alcohol, or tobacco.
- Lift, pull, and/or move 50 pounds on occasion.
- Movements such as stooping, twisting, bending, kneeling, crouching, and crawling are sometimes required. Audio, visual, and verbal functions are vital aspects of this position.

The duties listed above are intended only as illustrations of the various types of work that may be performed by a Bus Driver. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. 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 requirements of the job change.

Approval: \_\_\_\_\_  
Village Administrator

Date: \_\_\_\_\_