

# Churchill Administrative Services, LLC

## JOB DESCRIPTION

**Position:** Bus Driver  
**Division:** Transportation  
**FSLA:** Non-Exempt  
**Reports To:** Director of Human Resources/Transportation  
**Date:** February 15, 2016

### Summary

The Bus Driver transports residents to and from their approved destination safely. Responsible for overall maintenance and safety of the vehicle.

### Essential Duties and Responsibilities

1. Provides outrageous customer service to visitors, new prospects and residents.
2. Committed to serving residents and assisting in the day to day function of the community.
3. Assists residents and follow safety rules in boarding and exiting the vehicle.
4. Drives safely and complies with traffic regulations in order to operate vehicle in a safe and courteous manner.
5. Report delays, accidents, or other traffic and transportation situations, using telephones or mobile two-way radios to Human Resource Director and Property manager asap.
6. Performs daily maintenance check on the vehicle before transporting. Checks the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order.
7. Responsible for daily cleanliness, appearance and sanitation of vehicle.
8. Reports any bus malfunctions or needed repairs for record keeping and approval to fix to the Director of Human Resources/Transportation.
9. Keeps in cell phone contact daily with HR Manager to report issues or receive direction. Does not use cell phone while driving.
10. Only transports residents to approved stops for the specific properties.
11. Responsible to keep Medical Certification and driver's license up to date.
12. Must present a polite and professional demeanor and promote Churchill Residential standards of conduct.
13. Responsible to keep vehicles in excellent running condition and report to HR Director when state vehicle inspections and safety checks and quarterly maintenance is due.
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15. Takes the vehicle for servicing according to service maintenance schedule and records.
16. Prepare and submit reports that may include the number of passengers or trips, hours worked, mileage, fuel consumption, and/or fares received.
17. Ensures that all passengers have signed the release.
18. Performs other duties as assigned.

### Supervisor Responsibilities

1. None

### Knowledge & Skill Requirements:

1. High school diploma or equivalent.
2. At least three years commercial driving experience transporting people.
3. Must have a valid TX CDL Class B with a passenger endorsement driver's license and a clean driving record.
4. Knowledge of local streets and highways and can read a map.
5. Must be able to make good judgment decisions
6. Must be able to work flexible hours.
7. Must have a cell phone, if one is not available the company will provide.
8. Must be able to effectively communicate and remain calm in stressful situations.

9. Must be customer service oriented and genuinely support and promote good relations with service staff and residents.
10. Must portray a clean, neat, well-groomed professional appearance. Company approved attire may be required and a name tag must be worn in plain sight when at work.
11. Must be honest, trustworthy, enthusiastic and team/project oriented.

**Physical Requirements:**

<b>Activity</b>	<b>Constant</b> 67-100% of day	<b>Frequent</b> 34-58% of day	<b>Occasional</b> 1-33% of day	<b>None</b> 0% of day
Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling/Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending/Stooping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing/Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyboarding	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Weight Lifting & Exerting**

<b>Carry Push/Pull</b>	<b>Constant</b>	<b>Frequent</b>	<b>Occasional</b>	<b>None</b>
Up to 10 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Over 100 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Work Environment**

1. Outdoor Weather conditions
2. Exposed to loud noises and airborne fumes or airborne particles,
3. Works near moving mechanical parts.
4. This position has been determined that it may have occupational exposure to bloodborne pathogens. The company's Exposure Control Policy for Bloodborne Pathogens should be executed where such incidents occur.
5. Travel 100% of the time.

**DISCLAIMER**

This job description is not designed to cover or contain a comprehensive listing of the all of the activities, duties or responsibilities of the employee.

I have read and understand the job description for Bus Driver. I understand that from time to time various duties may change and that I will be required to perform other duties as assigned.

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Employee Signature

\_\_\_\_\_  
Date