

VILLAGE OF PLEASANT PRAIRIE

Job Description



Division/Department:	Recreational Division/Youth Department		
Location:	LakeView RecPlex, 9900 Terwall Terrace, Pleasant Prairie, Wisconsin 53158		
Job Title:	Bus Driver		
Reports to:	Therapeutic Recreation Director	Salary:	\$12.00
Type of position:	<input type="checkbox"/> Full-time <input type="checkbox"/> Regular Part-time <input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Hours 20 hours / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

JOB SUMMARY

The purpose of this position is to ensure safe transportation of participants utilizing the Discovery Transit bus program. The participants enrolled in this program will need to be safely transported to and from the LakeView RecPlex to and from their homes and designated route locations following a strict time schedule.

CORE JOB RESPONSIBILITIES

1. Prepare, tracking and maintain accurate list of participants to ensure proper school pick-up and drop-off.
2. Comply with traffic regulations in order to operate multi-passenger vehicle in a safe and courteous manner.
3. Pick-up and drop off participants at regularly scheduled locations, following strict time schedules.
4. Follow safety rules as students are boarding and existing multi-passenger vehicle, and as they cross streets.
5. Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport participants between LakeView RecPlex and designated locations along a designated route.
6. Safely drive multi-passenger vehicle in inclement weather.
7. Maintain order among participants during routes to ensure safety.
8. Read maps, and follow written and verbal geographic directions.
9. Report delays, accidents, or other traffic/transportation situations using mobile two-way radios.
10. Regulate heating, lighting, and ventilation systems for passenger comfort and safety.
11. Keep bus interior clean.
12. Report any vehicle malfunctions or needed repairs.
13. Re-fuel vehicles on as needed basis.
14. Performs other related work as required.

EDUCATION/CERTIFICATION REQUIREMENTS

- High school diploma.
- Preferably over the age of 21 years.
- Must have a valid Wisconsin Driver's license and maintain good standards.
- Must have and maintain a valid Wisconsin commercial driver's license with B, C, and P endorsements.
- Standard First Aid, CPR and AED Certifications.

JOB REQUIREMENTS

Work schedule requirement: Mornings Monday through Friday 7:00 a.m. to 10:00 a.m.; Afternoons: Monday through Friday 2:00 – 6:00pm. Some evening and weekend work is required.

VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER

Created 10/2008