



Bus Operator Part-Time Senior Transportation

Charter Township of Royal Oak is actively looking for a customer-focused senior services bus driver, to work 28 hours per week to fill an immediate opening at \$18.00 per hour.

General Summary

Under general direction of Seniors Coordinator, the Bus Operator operates motor coaches to transport passengers in a safe, efficient, and courteous manner. The Bus Driver is responsible for collecting fares and completing necessary inspections and reports.

Duties and Responsibilities

- Operates motor coaches subject to departmental rules, regulations, schedules, and local and state traffic regulations, keeping radio dispatcher aware of status and location.
- Maintains professional image and performs duties in courteous, friendly manner emphasizing positive customer relations.
- Inspects and tests vehicle equipment prior to each run to ensure vehicle safety.
- Reports equipment and maintenance problems or concerns to appropriate management personnel.
- Responsible for the safe loading, transport and unloading of passengers.
- Navigates the best way to route vehicle from place-to-place.
- Provides schedules, route, fare, directional and general information to customers.
- Responsible for collecting proper fares.
- Assists passengers, particularly the elder and handicapped, in boarding or exiting vehicle as necessary, including operation of wheelchair lift and wheelchair restraints.
- Posts appropriate route and destination signs in vehicle.
- Removes ice, snow, and slush from platforms.
- Maintains proper lighting, heating, and ventilation on vehicle.
- Maintains trip sheets and other forms as required.

- Submits written reports on accidents and may be required to serve as witness regarding same.
- Maintains reasonable order aboard the bus.
- Performs related work as required.

Minimum Requirements

- Ability to work various shifts, occasional weekend, and split days off.
- A real desire to drive and serve the public.
- Ability to obtain a Commercial Driver's License.
- Less than four points on driving record in last five years.
- Good driving record. No suspensions, revocations, or restrictions within past 36 months (3 years).
- High school diploma or GED from an accredited school.
- Ability to read, write, and comprehend written directives and service information.
- Ability to perform arithmetical calculations and maintain reports.
- Ability to work in a time-structured environment under minimal direct supervision.
- Strong interpersonal skills and desire to work with the public.
- Ability to exercise sound and quick judgment in solving problems.
- Knowledge of the service area of the assigned terminal: Major streets and landmarks, street numbering systems, etc.
- Ability to successfully complete employment history verification and criminal background check, medical examination including drug screening, and employment interview. Bus Driver is subject to US Federal Transportation Administration random drug and alcohol testing.

**Charter Township of Royal Oak
Seniors Transportation Services,
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