

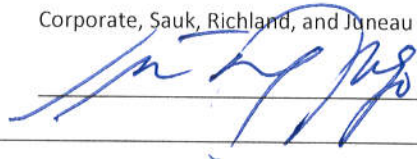
Back-Up Bus Driver

VARC, Inc.

Reports to: Transportation Coordinator
General Manager
Classification: Non-Exempt

Department: Transportation
Division: Corporate, Sauk, Richland, and Juneau

Date: January 19, 2016

Approved: 

Job Summary

Directed and supervised by the Transportation Coordinator or General Manager, the Bus Driver is responsible for transporting clients to and from VARC, Inc. when regular route driver is not available to drive.

Essential Functions

1. Have flexibility in schedule to be able to fill in for back-up hours as needed.
2. Transport clients to and from VARC, Inc.
3. Complete the route on a pre-set schedule.
4. Inspect the vehicle daily.
5. Maintain a daily log sheet and turn in monthly.
6. Maintain a daily attendance sheet and turn in weekly.
7. Complete pre-trip inspections daily.
8. Keep vehicle clean.
9. Operate cell phone as trained for transportation purposes only.
10. Obey all traffic laws.
11. Notify supervisor or maintenance department of mechanical problems.
12. Notify supervisor of any passenger or scheduling problems.
13. Assist passengers on and off vehicle if needed.
14. Maintain CDL endorsement.
15. Accepts other duties as assigned.

Qualifications

Valid Wisconsin driver's license. Possess or be willing to obtain CDL with P endorsement. Have a good driving record. Possess general knowledge of vehicle maintenance. Preferable for individuals trained in first aid.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be considered as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

I have read my job description and understand it.

Employee Signature

Date

Supervisor Signature

Date