

Bus Driver**VARC, Inc.**

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

Department: Transportation

Date: October 2, 2017

Approved: _____


Job Summary

Directed and supervised by the Transportation Supervisor or General Manager, the Bus Driver is responsible for transporting clients to and from VARC, Inc.

Essential Functions

1. Transports clients to and from VARC, Inc.
2. Completes the route on a pre-set schedule.
3. Inspects the vehicle daily.
4. Maintains a daily log sheet and turn in monthly.
5. Maintains a daily attendance sheet and turn in weekly.
6. Completes pre-trip inspections daily.
7. Keeps vehicle clean.
8. Operates cell phone as trained for transportation purposes only.
9. Obeys all traffic laws.
10. Notifies supervisor or maintenance department of mechanical problems.
11. Notifies supervisor of any passenger or scheduling problems.
12. Assists passengers on and off vehicle if needed.
13. Maintains CDL endorsement.
14. 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