

CDC RESOURCES, INC.
Job Description

Job Title: Bus Driver
Department: Transportation
Reports To: Transportation Supervisor
FLSA Status: Non-Exempt

SUMMARY

Responsible for the transportation of adult consumers and children to and from CDC and other service related assignments. Responsible for the proper care and housekeeping duties of CDC vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Drive bus/vehicle in a safe, courteous and professional manner.
- Handle consumers being transported.
- Monitor consumer behavior and report all incidents to proper department.
- Keep bus clean.
- Assist in scheduling and route determination.
- Complete all appropriate paper work in a timely manner.
- Perform safety inspections and/or bus evacuations upon request.
- Comply with all applicable laws and regulations.
- Be aware of weather and road conditions in your area; report this information to Transportation Supervisor.
- Report all mechanical problems to Transportation Supervisor.
- Keep Transportation Director informed of any changes in the above.
- Look for ways to improve processes and efficiencies.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent preferred. Minimum of one year bus driving experience. Valid Indiana CDL license. Ability to obtain CPR and First Aid Certification.

LANGUAGE AND SKILLS

Reading and writing skills as needed to complete proper paperwork. Good communication skills. Update skills by attending training sessions.

PHYSICAL DEMANDS

Be in adequate physical health to perform the job tasks required. Be free from communicable disease with a negative TB test or chest x-ray. Must be able to stand, walk, climb or balance, stoop, kneel, crouch or crawl. Must be able to taste and smell. May require lifting ability to assist with transfers or other activities related to individual. The employee must regularly lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The noise level in this environment is moderate. In some situations the noise level could be loud.

DRESS CODE

Casual and clean attire.

I have read, understand and can perform the above job description.

Employee Signature

Date

Supervisor Signature

Date