



## Bus Drivers - Substitute

The Aging and Disability Resource Center of Southwest Wisconsin (A.D.R.C.) is recruiting for **substitute** Bus Drivers. These positions are primarily responsible for transporting and assisting elderly and disabled bus riders and for operating and maintaining the vehicle used in transporting riders.

### Minimum Qualifications

#### Education:

1. Graduation from high school or high school equivalency
2. Valid Wisconsin driver's license required
3. Commercial driver's license (CDL) with passenger or School Bus endorsement required for full time drivers. (Sub-bus drivers do not need CDL for driving small bus, but preferred).

#### Experience:

1. One year experience driving passenger bus
2. Experience working with older adults preferred
3. Acceptable driving record required

#### Other:

1. Must be able to pass any and all drug and alcohol testing, including a pre-employment test
2. Driver must be able to pass an Interstate Commerce Commission (ICC) physical
3. Good communication skills required
4. Desire to work with older people required
5. Must have an outgoing personality and be able to relate well with others
6. Must be able to lift and move up to 25 pounds

#### Note:

- Equivalent combinations of job related education and experience may be considered

**How to Apply:** A [Grant County Employment Application](#) and [job description](#) may be obtained online at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) (click on Employment Opportunities) or by calling (608)723-2540. **Applications must be submitted to:**

### Grant County Personnel

111 S. Jefferson St.

PO Box 529

Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

## GRANT COUNTY JOB DESCRIPTION

**TITLE:** Bus Driver

**DEPARTMENT/ AGENCY:** Aging and Disability Resource Center of Southwest Wisconsin (ADRC)

**IMMEDIATE SUPERVISOR:** Grant County ADRC Director

**PAY RANGE:** LTE

**FLSA:** Non-Exempt

### **NATURE OF WORK**

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#### Knowledge, Skills and Abilities:

1. Knowledge of and sensitivity towards the needs of the elderly and disabled citizens
2. Ability to interact in a positive way with others
3. Knowledge of Grant County communities, roads and highways
4. Ability to read maps and follow directions
5. Skill in customer service
6. Ability to be alert to the needs of the riders and of the agency
7. Ability to assist with group activities

### **ESSENTIAL FUNCTIONS**

Under general direction

1. Arrange and coordinate the transportation route directly with riders
2. Reserve meals for riders, as needed, with meal site managers
3. Perform and document daily safety inspection of the vehicle

4. Provide routine maintenance per the manufacturer suggestions and reporting of maintenance needs to office
5. Keep interior and exterior of the bus clean
6. Assist riders to / from their home and into / out of the vehicle
7. Assist with packages
8. Secure wheelchairs and other mobility devices in the bus
9. Maintain accurate records, file reports as required, and collect fares
10. Immediately report any accidents (both vehicle and rider) and vehicle breakdowns
11. Assist with scheduling special excursions
12. Perform regular outreach to promote the bus service and other services of the ADRC

**SUPERVISION RECEIVED**

Supervised by the ADRC Director

**SUPERVISION EXERCISED**

None

**ENVIRONMENTAL FACTORS**

This position requires travel both inside and outside of Grant County in all types of weather; must be able to meet the transportation requirements of this position; dexterity in moving, picking up objects is required; ability to bend, stretch and perform basic mobility functions such as ambulating, opening and closing doors, must be able to lift or move up to twenty-five pounds; this position is in and out of buildings and carrying packages in all kinds of weather

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 01/01/2018