

Cherokee County, GA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

SHUTTLE BUS DRIVER

Department: CATS
FLSA Status: Non Exempt

JOB SUMMARY

This position is responsible for providing transportation through the Cherokee Area Transit Service for clients to/from various points within Cherokee County. Work is performed under the general direction of the Mobility Coordinator/Dispatcher.

ESSENTIAL JOB FUNCTIONS

- Provides safe and proper transportation for eligible clients within Cherokee County's Transit Service.
- Conducts professional and skilled pre/post-trip inspections.
- Uses appropriate lights and/or warning signals.
- Follows proper procedures for loading, unloading, crossing highways, securing staff, and assuring all clients are safely away from the bus before continuing on route.
- Operates the bus with skill and care, including backing and using mirrors.
- Assists in safety training for all clients on assigned routes.
- Transports bus for scheduled maintenance.
- Offers proper and professional customer service to clients.
- Demonstrates proper use of seat belts.
- Maintains proper speed limits and obeys all posted signs.
- Follows proper procedures at R/R crossings.
- Maintains control of client behavior.
- Maintains a positive attitude and enthusiasm in a professional manner.
- Dresses in neat and appropriate attire.
- Demonstrates knowledge of the position, use of good mature judgment, and enthusiasm about the position.
- Demonstrates proper care of the bus, including cleanliness, checking fluid levels, etc.
- Communicates and establishes positive relationships with clients.

- Provide the department with all route information, accident reports, and other information.
- Attends all in-service safety meetings as required.
- Participates in training programs to increase skills and proficiency related to the assignment.
- Reviews current developments, literature, and technical source information related to job responsibilities.
- Ensures adherence to required safety procedures.
- Follows federal and state laws, as well as Cherokee County policies.
- Maintains current CPR and First Aid certifications and training (Training is provided).
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

A High School diploma or GED is required. Current CPR and First Aid certifications are preferred but not required. Being bilingual is preferred but not required.

Special Qualifications:

Valid Georgia Class C Driver's License OR Valid Georgia Class B CDL Driver's License with S and P (student and passenger) endorsements. (Not required, but preferred)

Knowledge, Skills, and Abilities:

- Ability to work in hot or cold environments and outdoor weather conditions.
- Ability to sit for long periods of time.

PHYSICAL DEMANDS

Physical:

- Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects.

Vision:

- See in the normal visual range with or without correction.
- Vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing:

- Sufficient clarity of speech and hearing abilities that would permit effective communication with or without correction.

WORK ENVIRONMENT

Work is performed in an environment with heavy equipment and machinery that could result in bodily harm.

OTHER REQUIREMENTS

- Good driving record with excellent Motor Vehicle Record.
- Successfully pass all pre-employment screenings/testing, including drug screen, criminal background, and MVR check.

- Successfully pass all medical requirements to qualify for bus driver, including successful completion of a physical.

Cherokee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment. I acknowledge receipt of this job description and certify that the facts contained in this form are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this form shall be grounds for dismissal.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Cherokee County is an equal opportunity employer. Cherokee County will provide equal employment opportunity to all qualified persons without regard to race, color, creed, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or other legally protected category or classification.