

TRANSPORTATION SERVICES, INC.

CHARTER DRIVER

JOB DESCRIPTION

SUMMARY

This position requires the ability to operate/drive a school bus meeting all requirements as described in U.S. Department of Transportation Federal Motor Carrier Safety Administration Regulations; Parts 40, 382, 387, 390-396 and Federal Transit Authority-Part 655. Operator must observe legal and defensive driving practices; assure compliance with applicable traffic laws, codes, regulations and clearances required by company, state and federal agencies.

RESPONSIBILITIES

- Successful communication in a pleasant, professional manner with customers, management and vendors while in the performance of your duties
- Safe, efficient transportation of all passengers
- Proficiency in serving the disabled passenger and an understanding of The Americans with Disabilities Act regulations
- The ability to read and understand highway signs, conventional maps and/or internet mapping devices
- Perform simple accounting and reservation tasks to include writing of checks, collecting payments and making various types of payments to vendors and attractions during the performance of duties
- Ability to reconcile petty cash given for expenses incurred while on a one-day or multi-day trip
- Safe and defensive driving practices
- Basic first aid, and attention to injury
- Oral, written communication skills, record-keeping
- Health and safety regulations
- Maintain bus in clean and proper working condition
- Attend safety meetings
- Work in a cooperative manner with fellow employees and management

EDUCATION & LICENSING REQUIREMENTS

- High School diploma or equivalent
- Valid PA Driver's License with acceptable driving record
- Valid PA commercial driver's license with passenger endorsement (Company may provide training to achieve commercial status.)
- Ability to pass a DOT physical and drug screening as required by our Medical Examiners. Physicians may require additional approval letters, or waiver forms from the applicant's doctors to validate safe driving candidacy. All existing conditions and medications should be discussed with Company Medical Examiners during the Physical.

REQUIREMENTS

- Patience and courtesy with passengers and other employees
- Sitting for extended periods of time while operating a bus
- Turning an oversized steering wheel as necessary to control the bus
- Having adequate neck and shoulder flexibility to look at overhead mirrors and be able to turn left or right to see side view mirrors. Be able to evaluate traffic at intersections.
- Reaching, pulling, pushing, or lifting luggage into luggage bays
- Bending at the waist, able to crouch for bus inspections or fueling
- Reaching overhead, above the shoulders or horizontally
- Have physical capabilities to assist passengers in emergencies
- Ability to safely climb three or four step stairways 8-12 times per day, with step heights of 14 in.

WORKING CONDITIONS

- Driving a school bus in varied traffic conditions
- Working in an outdoor environment with seasonal heat and cold or adverse weather
- Variable hours – possible nights and weekends
- Possible exposure to fumes, dust, odors, oil/grease and gases

Driver's Name: _____ Signature: _____ Date: _____