



## Bus Driver

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**Department/Program:** Resident Services / Transportation  
**Reports to:** Program Manager  
**FLSA Status:** Non-exempt  
**Status:** Full-time (40 hours per week in Alameda County, 32 hours per week in Contra Costa County)

**Position Summary:** The position is responsible for transporting SAHA residents, which are elderly residents and those with special needs, to various destinations. Destinations include, but are not limited to: local doctor appointments, local shopping centers, and occasional field trips.

**Primary Duties & Responsibilities** include but are not limited to the following:

- Safely transports residents to and from scheduled destinations, assisting riders with loading and unloading of their belongings.
- Models safety and ensures riders are following safety procedures at all times while on bus.
- Completes weekly driver operational reports of ridership activity, DMV reports, and other information as required by CHP and Dept. of Transportation and submit to supervisor.
- Completes a documented safety check of the bus using a checklist each morning prior to operating the vehicle and evening upon returning.
- Assures proper maintenance of bus according to the preventative maintenance schedule and maintains proper paperwork on bus, as required by CHP & DOT regulations.
- Maintains a well-cleaned bus, walking through it daily to collect trash left behind by riders and ensures the bus is washed at least monthly.
- Participates in annual CHP inspection along with Program Manager.
- Other duties as assigned by supervisor and/or Management.

### Qualifications

*To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with special needs to perform the essential functions.*

### Education and/or Experience

- High school degree or general education degree (GED) required with at least two years of previous van/shuttle driving experience and/or equivalent combination of education and experience.
- Prior experience working with special needs populations a plus.

### Knowledge, Skills and Abilities

- Must be reliable in attendance and quality of work.

- Must have the ability to safely operate bus and wheel chair lift.
- Must have excellent customer service skills with the ability to evaluate rider satisfaction.
- Must be comfortable and productive working independently.
- Must be sensitive to the needs and concerns of seniors, and those with special needs, and always maintain a pleasant, friendly and respectful demeanor when dealing with riders. A patient and positive attitude is essential.
- Must be able to exercise good judgment and common sense in determining how to respond to requests from residents and staff.
- Must be able to read, write, and speak English to successfully interact with residents, riders and other employees. Ability to speak Mandarin, Cantonese, Tagalog or Spanish a plus.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must be able to work under time demands and be able to remain calm and pleasant with the occasional demanding rider, family member, etc.

### **Certificates & Licenses**

- Valid class B driver's license with passenger endorsement and a good driving record- a DMV check will be conducted.
- Medical Certification as required by DOT to safely operate bus.
- Must successfully pass a pre-employment drug & alcohol exam and be enrolled in random substance & alcohol program testing, as mandated by the Department of Transportation.
- Must be able to pass and maintain insurance clearance from SAHA insurance carrier.

### **Mathematical Skills**

Basic level math skills are required to complete daily statistical paperwork. Basic math skills include the ability to add, subtract, multiply and divide.

### **Physical Demands**

- This job requires driving safely in all weather conditions, good hearing and vision.
- Simple grasping and fine manipulation while frequent sitting.
- Requires occasionally lifting or moving of objects up to 50 pounds.
- Occasional standing, walking, bending and reaching to assist riders.

### **Work Environment**

The primary work environment is an 8-14 passenger bus. While driving, exposures to fumes, dust, and other environmental elements may occur. Required uniform provided.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

***Satellite Affordable Housing Associates is an Equal Opportunity Employer.***