



Position: Bus Driver (Full-Time)

Position Summary

Responsible for transporting Christian City residents to destinations scheduled by the acting dispatcher and for running errands as required.

Responsibilities

- Picks up daily scheduled run sheets from acting dispatcher office at the beginning of each shift.
- Notifies dispatcher of any schedule changes.
- Carries out daily check list of vehicle conditions.
- Transports residents in a safe manner to scheduled events as directed by the acting dispatcher.
- Runs errands as directed by the acting dispatcher.
- Complies with traffic regulations in order to operate vehicles in a safe and courteous manner.
- Ensures that vehicles are in proper and safe condition prior to use, and accept responsibility to report any damage or mechanical malfunctions that exists.
- Serves as team leader to the part-time drivers.
- Maintains maintenance schedule for vehicles
- Arranges vehicle washings.
- Provides input for policy updates.

Qualifications

- High School Diploma or GED.
- CDL driver's license required.
- Must have a valid state driver's license and be able to operate a motor vehicle up to a 14 passenger van.
- Must be able to read, write, and understand English.
- Minimum of one year's experience in driving buses and commercial transportation of passengers is strongly preferred.
- Technical automotive skills required (i.e., ability to perform safety checklists, ability to change tire on side of road).
- Must have a current Motor Vehicle Report and be able to be insured under Christian City Inc., insurance.
- Must be able to maintain a high level of confidentiality
- Must be able to exercise judgment in interpreting, modifying, and adapting procedures, practices, and methods in accordance with existing policies and standards for application to specific problems or tasks.
- Must demonstrate polished verbal communication skills and possess the ability to communicate to and manage interactions with people in a professional manner.

How to Apply

Submit a resume and cover letter to kwhite@christiancity.org.