



BUS DRIVER
Christian City – Active Senior Living

POSITION SUMMARY

approximately 30-35 hours week. Responsible for transporting Christian City residents to scheduled events and destinations on campus and off-site.

ESSENTIAL JOB FUNCTIONS

- Responsible for obtaining the daily scheduled run sheets from the dispatcher's office at the beginning of each shift.
- Ensures the director is notified of any schedule changes.
- Knowledgeable of principles and methods for transporting residents.
- Performs check list of vehicle conditions, to include pre-trip/post-trip safety inspections. Ensures that vehicles are in proper and safe condition prior to use, and accept responsibility to report any concerns.
- Responsible for the transportation of residents in a safe manner to scheduled events as directed by the director.
- Runs errands as directed by the director.
- Maintains communication with the director's office.
- Complies with traffic regulations in order to operate vehicles in a safe and courteous manner.
- Responsible for ensuring the vehicles are free from damage, in acceptable condition, and consistently clean.

JOB QUALIFICATIONS

Education:

- High School Diploma or GED required.
- Must have a state driver's license and be able to operate a motor vehicle up to a 16-passenger shuttle.
- Current Motor Vehicle Report and be able to be insured under Christian City Inc., insurance.

Experience:

Minimum one year of experience driving buses and commercial transportation.

Skills:

- Technical automotive skills required (i.e., ability to perform safety checklists, ability to change a flat tire).
- 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 possess a strong command of the English language in all aspects of written and oral communication and demonstrate polished verbal communication skills and possess the ability to communicate to and manage interactions with people in a professional manner.

HOW TO APPLY

Applicant may download application from website, print, and complete.

Submit application via:

- Scan and email: tgarcia@christiancity.org
- Send by mail: Tyler Garcia, Christian City, 7345 Red Oak Road, Union City, GA 30291
- Hand Deliver: Welcome Center/Executive Offices – 7345 Red Oak Road