

**Benzie Transportation Authority**  
**Bus Driver**  
**Job Description**

A Bus Driver is responsible for the safe and efficient transportation of all passengers on their vehicle. S/he is accountable to the Operations Manager and/or his/her designated representative.

**Principal Duties and Responsibilities**

- Exhibits a positive image as a loyal representative of the Benzie Transportation Authority.
- Drive vehicles over specified routes or to specified destinations according to time schedules, complying with traffic regulations to ensure that passengers have a smooth and safe ride.
- Park vehicles at loading areas so that passengers can board.
- Advise passengers to be seated and orderly while on vehicles.
- Assist passengers, such as elderly or disabled individuals, on and off bus, ensure they are seated properly, help carry baggage, and answer questions about bus schedules or routes.
- Handle passenger emergencies or disruptions.
- Record information, such as cash receipts and ticket fares, and maintain log.
- Collect tickets or cash fares from passengers.
- Regulate heating, lighting, and ventilating systems for passenger comfort.
- Report delays or accidents
- Operates all types of vehicles used to transport occupants.
- Familiarizes themselves with the geographic service area of Benzie County and surrounding area.
- Remains alert and exercises good judgment concerning emergency situations, abnormal driving conditions, and disabled vehicles.
- Conducts a thorough pre-trip inspection of the bus prior to every trip.
- Fills fuel tank as necessary not to leave it under a half tank of fuel.
- Reviews route sheet and works with Dispatch to revise and correct as needed.
- Follows established routes and designated bus stops.
- Operates the bus on approved time schedule.
- Cleans interior (sweep, trash, etc.) daily upon end of shift.
- Drives defensively under varying traffic conditions and inclement weather.
- Conducts emergency evacuation drills in accordance with guidelines.
- Reports any and all accidents and damages immediately to Operations Manager and/or his/her designee.
- Reports passenger injuries immediately to Operations Manager and/or his/her designee.
- Informs Operations Manager and/or his/her designee of any unusual incidents or circumstances during the course of their daily routine.
- Reports defective equipment to Dispatch using appropriate forms.
- Maintains a good rapport with all passengers, other drivers, supervisors, and office personnel.
- Attends all scheduled training sessions.
- Complies with all policies and procedures of the agency.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Knowledge Skills, Abilities and Characteristics Required**

- Knowledge of local, state, and federal rules, regulations, ordinances, and laws relating to the operation of a bus.
- Interpersonal and communication skills.
- Ability to handle confidential information appropriately

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- Ability to use computer and programs as a management tool including knowledge of Microsoft Suite.
- Has excellent moral character and personal habits
- Dependable and possesses qualities of initiative, self-reliance and leadership.
- Neat, clean and professional in manner and appearance
- Enjoys working with all age groups and is sensitive to their needs.
- Emotionally stable
- Uses respectable language at all times

**Experience and Training**

- High school graduate or equivalent
- Chauffeurs license with Group "C" Commercial Driver designation required. Class "P" endorsement preferred.
- Must meet Federal and State DOT drug/alcohol testing requirements.
- Willing to meet all bus driver certification and licensing requirements
- Must have a minimum of five (5) years of driving experience.
- Must meet state and local physical examination requirements.

**Physical Conditions and Work Environment**

Job duties involve an inherent risk of injury, even if normal precautions are taken. Should have the ability to lift up to 25 pounds.