

**Fulmont Community Action Agency, Inc.**  
**Job Description**

Job Title: Bus Driver  
Department: Transportation  
Reports To: Fulton Co. Office for the Aging Coordinator of Services  
FLSA Status: Non-Exempt  
Prepared By: Donna Ward  
Prepared Date: December 19, 2022  
Approved By: Denis E. Wilson, Sr.  
Approved Date: December 19, 2022

**SUMMARY**

Responsible for transportation needs of the elderly residents of Fulton County by performing the following duties personally or through subordinates.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Follows directions of the Office for the Aging regarding daily needs, including dispatching, schedules, routes, and other priorities.

Drives buses as required.

Checks buses to ensure safety and cleanliness and recommends repairs as needed.

May have to assist passengers in and out of vehicle and with packages.

Performs routine cosmetic upkeep/cleanliness duties on buses including regular washing of exterior and cleaning of interior.

Will use cell phones in accordance with all laws and regulations.

Trains substitute or new drivers.

Adhere to all Agency safety policies as well as any State, Federal, or other applicable safety regulations.

Other duties as may be assigned.

**SUPERVISORY RESPONSIBILITIES**

None.

**SIGNATURE AUTHORITY**

Signs for receipt of repairs, service, parts, materials, and supplies relevant to the busing program.

## **QUALIFICATIONS**

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.

## **EDUCATION and/or EXPERIENCE**

A high school diploma or general education degree (GED) with at least three (3) years commercial driving experience and/or training; or equivalent combination of education and experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Current CDL Class B license with passenger endorsement, and clean driving record.

## **LANGUAGE SKILLS**

Ability to read and follow simple instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

The employee must possess the physical ability to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions and vibration. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. The driving of vehicles and operating the mechanical lift can be affected by the environmental conditions.

Drivers will be part of a random drug/alcohol testing pool and must obtain negative results of this testing in order to maintain employment.