

**POSITION DESCRIPTION  
CITY OF MICHIGAN CITY, INDIANA**

**POSITION:** Bus Driver  
**DEPARTMENT:** Transit  
**WORK SCHEDULE:** As assigned  
**JOB CATEGORY:** LTC II (Labor, Trades, Crafts)

**DATE WRITTEN:** May 2019

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Michigan City provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Bus Driver for the Transit Department, responsible for driving/operating buses on established City routes.

**DUTIES:**

Maintains bus schedule set by City.

Maintains count of passengers, monies and miles travelled.

Maintains order on the bus to meet safety regulations.

Provides information to passengers about route system.

Assists with light cleaning inside of buses and lunchroom.

Assists with training of new drivers.

Assists with answering telephones, radio communications, and maintaining logs.

Performs pre-check on bus before leaving and post checks at the end of operations.

Performs related duties as assigned.

**I. SKILLS AND KNOWLEDGE:**

High school diploma or GED.

Must be at least 21 years of age.

Ability to meet all departmental hiring requirements, including passage of a drug test and medical exam.

Ability to properly operate a variety of hand and power tools, such as driver, files, mop, broom, air vice, gauges, and steam cleaner.

Ability to physically perform assigned duties, including driving/sitting for long periods, standing/walking for long periods, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, reaching/bending, handling/grasping objects, color/depth perception, close/far vision, speaking clearly, and hearing sounds/communication.

Ability to count and make simple arithmetic additions/subtractions.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work with others in a team environment and understand and follow written and oral instructions.

Ability to effectively communicate with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours and regularly work weekends and evenings.

Possession of a valid Indiana driver's license and a demonstrated safe driving record, Commercial Driver's License (CDL), and air brake and public passenger endorsements.

## **II. RESPONSIBILITY:**

Incumbent works according to a daily work schedule with priorities determined by supervisor and service needs of the public. Assignments and objectives are set jointly between supervisor and incumbent. Errors in work are usually prevented through standard safety procedures and complete prior instructions from supervisor and are detected through supervisory review. Undetected errors may result in loss of property and/or endangerment to self and others.

Incumbent reports directly to Director.

### **III. PHYSICAL EFFORT:**

Incumbent's duties involve driving, sitting for long periods, standing/ walking for long periods, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, reaching/bending, handling/grasping objects, color/depth perception, close/far vision, speaking clearly, and hearing sounds/communication.

### **IV. WORK ENVIRONMENT:**

Incumbent performs a majority of duties outdoors and in a vehicle and is frequently exposed to normal hazards associated with driving, including working in wet/icy surroundings, working in extreme hot/cold temperatures, working with or near chemicals, working near fumes, dust, odor, and dirt, working in a noisy environment, and working in confined areas. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent occasionally works extended hours and regularly works weekends and evenings.

### **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Bus Driver for the Transit Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes\_\_\_\_\_No\_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name