

JOB OPENING

Position Available: Van/ Bus Driver, Bus Driver requires CLD-P

Location: St. Johnsbury & Newport

Beginning: Immediately

Type: P/T 0-30 hours weekly

Rate: \$13/ hr. for van and \$14/hr. for CDL

Job Description: Drive routes as assigned

Requirements: Excellent driving record, CDL license with Passenger endorsement, ability to pass DOT physical, pass a series of background checks and drug and alcohol screening. Good customer service. Reliable and dependability is a must.

Please apply by sending cover letter and resume to:

Rural Community Transportation, Inc.
Attn: Fleet & Operations Manager
1167 Industrial Parkway
Lyndonville, VT 05851

RCT is an EOE

Closing date: When filled

RURAL COMMUNITY TRANSPORTATION, INC.
JOB DESCRIPTION
VAN / BUS DRIVER

Employee Class: PFT-PPT-TFT-TPT

- I. Reports To: Operations & Safety Manager
- II. Scope of Position: To safely transport passengers.
- III. Primary Responsibilities:
 - 1. Maintains a Valid Commercial Drivers License, clean driving record and a current DOT Medical Card.
 - 2. Completes "passenger assistance" training to learn how to assist passengers. Receives instruction on the proper use of the wheelchair lift and wheelchair tie-downs.
 - 3. Operates his/her bus in a timely and cautious manner, being courteous to the passengers at all times.
 - 4. Reports any mechanical failure or maintenance problems to the Dispatcher or Operations & Safety Manager.
 - 5. Completes the Vehicle Condition Report by performing a "walk around" pre-trip inspection of the vehicle prior to the departure. Post-trip inspection in the same manner.
 - 6. Assist passengers with a disability and operate wheelchair lift safely. Must be able to push/push and secure wheelchair. Also able to work manual mechanism for lift.
 - 7. Refuel the vehicle at the end of the work day.
 - 8. Clean/wash the vehicle, inside and out, and maintain a neat and tidy vehicle.
 - 9. Completes any necessary paperwork for recording trips, such as manifests and daily mileage logs.
- IV. Other Duties:

Other related duties as assigned.

Signature: _____

Date: _____