

**PART TIME BUS DRIVER  
DAVID E. ANDERSON SENIOR CENTER  
WILLOUGHBY PARKS & RECREATION DEPARTMENT**

The City of Willoughby is seeking an exceptional individual for the position of Part-Time Bus Driver in our Recreation division. This beautiful suburban community contains over a dozen parks, two municipal pools and a bustling senior center that services as a recreation center for the rest of the City on nights and weekends. This position we are seeking to fill is at the David E. Anderson Senior Center at Union Village and is required to drive a 36-passenger bus for the Senior Center trips. The ideal candidate must safely transport members to and from designated destinations and courteously serve the needs and requests of the members.

This is a part-time position that will report to the Senior Center Manager. Trips are primarily daytime weekdays, occasional evenings, and weekends.

The successful candidate must possess a High School diploma or equivalent and possess a valid State of Ohio CDL Class B driver's license with appropriate endorsement to drive a passenger bus with airbrakes.

Interested candidates should send a resume to the Human Resources Department, Willoughby City Hall, 1 Public Square, Willoughby, OH 44094 or [HRjobs@willoughbyohio.com](mailto:HRjobs@willoughbyohio.com) by May 31, 2024. Refer to <http://willoughbyohio.com/government/employment/> for more details

AN EQUAL OPPORTUNITY EMPLOYER

See next page for Full Job Description



## **PART-TIME BUS DRIVER SENIOR CENTER**

**RESPONSIBILITY:** This position is responsible to safe and courteous transportation to members of the David E. Anderson Senior Center. Work involves routinely driving a 36-passenger bus with air brakes to transport members of the senior center and the general public to and from designated destination. Work is performed under the general direction of the Senior Center Manager.

**ESSENTIAL DUTIES:** (These are examples only. Any employee may be required to perform other duties in an emergency, or for short periods of time when substituting for another worker who is on authorized leave without any change in title or rate of pay.)

- Safely operate City owned buses and/or passenger vans to transport senior center members to designated trip.
- Adhere to all traffic laws, regulations and company policies to ensure the safety of passengers and pedestrians.
- Maintain a clean and well-maintained bus interior, including regular cleaning and sanitization.
- Perform pre and post trip inspections of the bus to ensure it is in proper working condition.
- Provide light assistance in getting passengers on and off the bus.
- Maintain a strong working relationship with the Program Coordinators who plan the trips. Communicate and review all trips details with the Program Coordinator, including information regarding directions, parking, schedule, tickets and entrance fees.
- When a Program Coordinator is not available or required, this position will take un-escorted trips such as driving small groups, simple trips to repeat locations. Occasionally may be asked to escort day trips to theatres, lunches, shopping venues, on an as needed basis.
- Communicate effectively with passengers, providing information on routes, schedules and any relevant updates or changes.
- Handle passenger inquires, concerns or complaints in a professional and courteous manner.
- Maintain a positive and professional demeanor at all times, serving as a representative of the City.
- Report any accidents, incidents or mechanical issues immediately to the appropriate authorities and supervisors.

Performs other duties of a similar nature or level.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent driving skills and knowledge of safe driving practices and traffic laws in the State of Ohio.
- Demonstrates a clear understanding/commitment to defensive driving practices and temperament to deal with stressful traffic, weather conditions and passenger distractions.
- Displays flexibility, reliability, self-discipline and a willingness to take on challenging tasks.
- Embodies high ethical standards/integrity. Accepts responsibility for personal decisions/conduct.
- Interacts confidently with others and displays a strong customer-service focus.
- Maintains a record free of criminal violations that would prohibit public school employment.
- Skill in written English sufficient to operate a vehicle and follow all traffic laws in the State of Ohio
- Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects.
- Ability to work a flexible schedule, including some evenings and weekends.

## **MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS**

High school diploma or its equivalent (G.E.D.) or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Possess a Valid Commercial Driver's License (CDL) with passenger and air brake endorsements and on-going participation in training necessary to maintain required license and endorsements as well as a clean driving records with no history of accidents or traffic violations.

**SERVES AT THE PLEASURE OF THE MAYOR**