

Tuscaloosa County Park and Recreation Authority Job Description

Job Title: Bus Driver
Department: Leisure Services
Reports To: Program Supervisors
FLSA Status: Non-exempt
Salary Level: Part-time Level 13 (\$9.76 per hour – \$11.71 per hour)

SUMMARY

Responsible for providing transportation for recreation programs including, but not limited to day camp, travel and outdoor adventures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide transportation for the programs stated in the summary.

Serve as additional supervisor for participants as required.

Ensure that vehicle is in good condition and not in need of repair.

Inform appropriate staff/individuals of maintenance and repair needs of vehicle. Ensures that vehicle is fueled, etc., prior to departing for trips.

Demonstrate initiative, leadership and enthusiasm in maintaining the desired standards, interests and participation in all programs and activities.

Use tact and discretion in carrying out responsibilities.

Assist and work closely with Program Supervisors, Superintendent of Recreation, Center Operations Manager, Park Operations staff and Activity Center Managers with to provide transportation for various programs, events and activities.

Work in teams with administrative or other professional personnel, as well as volunteers, etc.

Must possess a commercial driver's license, and when driving a school bus, must possess a permit to do so and be physically capable of operating PARA vehicles and busses safely.

Inform PARA staff of any and all infractions regarding driving record.

Ensure safe driving practices at all times and in all weather conditions. Adhere to all traffic laws ensuring the safety of all passengers.

Maintain license in a current up to date status.

Follow policies and procedures in PARA's Employee Handbook and Administrative Handbook.

Promote positive public relations with participants, their parents and the public at large.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

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

High School diploma, GED certificate or equivalent, or six months experience in commercial driving.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, volume and circumference.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a current commercial driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully 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 the essential functions.

- The noise level in the work environment is mild to moderate.
- Smell of diesel fuel may be present.
- Some school buses do not have air conditioners, so summer driving can be hotter.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Work Place."
All employees are subject to random drug screens.