

PACE Mini-Bus Drivers (part-time position)

Job Description

Under the direct supervision of the PACE Operations Manager and the Transportation Coordinator, the PACE Mini-Bus Driver transports senior citizens and handicapped persons in the township to medical appointments and grocery shopping.

Qualifications:

The mini-bus driver must have a valid Illinois driver's license with a CDL and a passenger endorsement and pass the PACE School Course. The successful candidate must also be willing to submit to and pass an Illinois Department of transportation physical and both random and scheduled drug and/or breath alcohol tests. This individual must also submit to and pass with a clear record, a background check with the Illinois State Police. Experience in driving a mini-bus is a plus. Experience with a two-way radio is also a plus but not required. The ability to work well with the public is a must. Flexibility and the ability to be a team player are essential.

Duties and Responsibilities:

Complete a Paratransit Vehicle Review checklist.

Check all fluid levels on bus before leaving the Township.

Keep a daily log of their hours and the number of miles driven.

Clean the interior and exterior of the bus upon returning to the Township.

Extend every courtesy to the passengers.

Follow the schedule given to them by the Transportation Coordinator to insure that the passengers arrive at their destination safely and on time.

REV. June 2010