



Job Description

Position: Bus Driver

Department: Department of Aging Services

Reports to: Transportation Manager

Last Updated: September 2026

Position Summary:

Under the direction of the Aging Services Transportation Manager, the Bus Driver is responsible for the transportation of older adults and people with disabilities to and from their residences in order to attend medical and personal appointments. Conducts out-trips in support of the Aging Services Enrichment Programming Division as scheduled. Provides transportation support for other Township and local community events, as needed. Required to conduct a daily pre- and post-trip inspection of vehicles and follow a prepared daily transportation schedule that is subject to change as the need arises.

Essential Job Functions:

- Safely provide transport of Township residents to and from medical appointments, personal appointments and organized trips in a courteous and professional manner that represents the Township in a positive way.
- Operate all Township motor vehicles and equipment in accordance with Township policies and procedures.
- Conduct daily vehicle safety inspections, including but not limited to, pre- and post-trip inspection forms.
- Complete and maintain daily transportation logs.
- Maintain the physical appearance of the Township bus by cleaning the interior and exterior as needed.
- Transport vehicles for maintenance, repairs or scheduled service as directed.
- Report all maintenance and safety concerns to the Transportation Manager, Dispatcher, or the Director of Aging Services.
- Report all accidents or incidents to local Police Department, Transportation Manager and/or Dispatcher, and Aging Services Director immediately upon occurrence.
- Collect and submit bus fare donations.
- Keep current on all operational, procedural and CDL training.
- Complete necessary updates to assigned tablets and report any technology issues.

Supervisory Responsibilities:

- None.

Other Job Functions:

- Performs all other duties as assigned by the Transportation Manager or Dispatcher.

Required Knowledge, Skills, and Abilities:

- Excellent customer service, listening and communication skills.
- Patience and compassion in working with older adults and individuals with disabilities who may have limitations of hearing, vision, mobility or cognition.
- Ability to read and interpret complex maps and GPS system.
- Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources.
- Ability to work independently and exercise good judgment.
- Capacity to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches.
- Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Ability to maintain effective professional relationships with elected officials, staff, residents and vendors.
- Enjoy the company of mature adults and understand the generational gaps and differences.

Education, Experience, and Computer Skills:

- High school diploma or general education degree (GED) required.
- Commercial Driver's License (CDL) with passenger endorsement required.
- Current Department of Transportation physical card signed by a certified physician.
- Two years of experience in transportation preferred.
- First Aid and CPR certification required.
- Must be comfortable operating a tablet utilizing dispatch software.
- Must complete training from PACE within sixty days of hire.

Special Requirements:

- Must be 21 years of age or older.
- Willingness to work occasional evenings, weekends, and/or as requested.
- Submit to random drug and breath alcohol tests.

Physical Demands:

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 with reasonable accommodations.

- Must be able to sit, walk, stand, use fingers in a repetitive motion, twist and turn for long periods of time.
- The position may require light lifting, pulling, pushing and carrying of up to 50 pounds.
- Requires the operation of a heavy motor vehicle.

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with reasonable accommodations.

- This position is primarily executed in a bus. However, it may require contact with outdoor weather at special event activity participation or while assisting passengers during boarding or while exiting the bus.
- Contact with low noise levels common in an indoor working environment. Moderate noise levels may be experienced during certain activities.
- May experience normal vehicle operation conditions such as vibrations, contact with gas fumes and other noxious odors, as well as extreme illumination from headlamps.