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The Community Action Agency Senior Services Program is currently accepting applications for the following position:

Part-time **Bus Driver** at the Menominee Senior Center. Hours are scheduled between 7:30 a.m. – 3:30 p.m., Monday through Friday. Drivers are scheduled to work one week on and one week off, up to 40 hours during a week on.

We are looking for applicants that have a great rapport with senior citizens, possess organizational skills and have a good driving record. Entry wage is \$11.00 – \$11.50 depending on experience.

Please submit a resume to the Menominee Senior Center, Attention: Renelle Betters, PO Box 811, Menominee, MI 49858 **OR** send an email to [hr@mdscaa.org](mailto:hr@mdscaa.org).



**Job Title:** Bus Driver Menominee

**Revised:** January 2021

**Reports To:** Senior Center Director

**Location:** Menominee

**Program:** Senior Services

**Classification:** Non-Exempt, Hourly, Part-Time

## POSITION OVERVIEW

Using agency vehicles, driver transports passengers to destinations in the designated geographic area. Provide a safe, reliable and respectful environment using a caring, positive, effective manner with passengers and staff (including staff from other agencies and departments). Driver must submit to criminal background checks and annual check by Department of Motor Vehicles. Must comply with policies and procedures of the MDS Community Action Agency/Human Resources Authority.

## REQUIREMENTS

- Valid driver's license and valid chauffer's license, excellent driving record
- Must be able to make decisions under emergency situations
- Must be able to get in and out of bus, assist passenger on and off bus, lift packages not to exceed 20 pounds per package, and drive in adverse conditions (snow, ice, rain, fog, etc.)
- Successful completion of Passenger Service and Safety (PASS) training

## ESSENTIAL JOB FUNCTIONS

- Adhere to work schedule which varies based on demand and center activities
- Inspect bus and bus lift each workday, adhere to lift policies and procedures (passengers not in wheelchairs who wish to use lift must sign wheelchair lift waiver)
- Be diligent in safety of passengers and insure passengers are properly secured on bus
- Encourage seat belt use
- Schedule routine maintenance of bus (receive approval from senior center director before scheduling non-routine maintenance of bus)
- Assist passenger on and off bus, and in and out of homes/destination when necessary
- Keep accurate records and submit all monthly reports to senior center director within five working days of following month
- Must immediately notify senior center director of traffic violations, traffic warnings, criminal arrests, motor vehicle property damage accidents or personal injury accidents that occur on or off the job
- Maintain cleanliness of bus (both interior and exterior)
- Maintain passenger/client confidentiality
- Maintain accurate daily log of pickups/drop offs and mileage
- Maintain regular and punctual work attendance
- Attend all trainings and meetings required by senior center director
- Driver must immediately report injuries to himself/herself, pedestrians or passenger(s) to senior center director
- Use of cell phone is prohibited when assisting passengers or when behind the wheel
- Adhere to all motor vehicle statutes and laws
- Tips/gratuities are prohibited
- Notify senior center director of unsafe weather or road conditions
- Abide by all Department of Transportation and agency drug-alcohol policies

## **ADA Physical Activities Checklist**

### **1. The physical activity of the position.**

- A. Climbing: Ascending or descending stairs, ramps, and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- B. Balancing: Maintaining body equilibrium to prevent falling and walking, standing on slippery surfaces.
- C. Stooping: Bending body downward and forward by bending spine at the waist.
- D. Kneeling: Bending legs at knee to come to a rest on knee or knees.
- E. Crouching: Bending the body downward and forward by bending leg and spine.
- F. Reaching: Extending hand(s) and arm(s) in any direction.
- G. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- H. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- I. Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- J. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- K. Grasping: Applying pressure to an object with the fingers and palm.
- L. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- M. Hearing: Perceiving the nature of sounds with normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- N. Repetitive Motion: Substantial movements (motions) of the wrists, hands, and/or fingers.

### **2. The physical requirements of this position**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm, and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

### **3. The visual activity requirements, including color, depth perception, and field vision.**

The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.

### **4. The conditions the worker will be subject to in this position.**

The worker is subject to both environmental conditions. Activities occur inside and outside.

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND  
OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF  
SENIOR SERVICES DIRECTOR OR SUPERVISOR**