



**Tahoe Donner Association
Job Description**

Job Title: Shuttle Bus Driver Recreation
Job Code: 609
Department: Recreation
Reports To: Recreation Supervisor
Class Code: 9066
FLSA Status: Non-exempt
Salary Level: Hourly 16
Pay Range: \$15.59-\$21.34 per hour
File Name: Shuttle Bus Driver Recreation.doc
Prepared Date: 1/31/07, updated 5/24/11, 10/30/15

SUMMARY

The Shuttle Bus Driver assists and transports Recreation employees and participants to and from various locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Provide excellent customer service to customers, employees and business partners.

Drive passenger shuttle bus.

Operate passenger shuttle bus in an effective and safe manner; Install tire chains and pump fuel in the vehicle as needed.

Assist customers on and off shuttle bus.

Effectively answer questions regarding association activities.

Perform daily vehicle inspection including checking fluid levels, tire pressure and overall vehicle condition; document results and communicate condition of vehicle with maintenance.

Maintain cleanliness of bus interior and exterior.

Other duties may be assigned.

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

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Requires possession of valid Class B Driver License with Passenger Endorsement, with a driving record meeting the minimum standards required by the Association insurance carrier. Current Cardiopulmonary Resuscitation (CPR) and First Aid certifications recommended.

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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, outside weather conditions, and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate.

By signing below, I acknowledge that I have received and read the above job description.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

/_____
DATE