



March 14, 2017

**Part-Time Bus Driver
City of Middletown
\$14.01 per hour
Approximately 20 hours per week**

Requirements: Possession of an Ohio Commercial Driver's License (CDL) with passenger endorsement, including air brakes; and experience in operating a transit bus, school bus or charter bus. Applicant must have good human relations skills and the ability to communicate with a diverse customer base. Applications may be obtained from the Human Resources Office, located on the second floor of the City Building, One Donham Plaza, Middletown, Ohio or may be downloaded from the website at <http://www.cityofmiddletown.org/jobs>. Applications will be accepted until 5:00 p.m. Friday, March 31, 2017. Please email completed application to karenc@cityofmiddletown.org, fax to 513-425-7929, or return to Human Resources. Applicants must provide proof of CDL License at time of application. EOE/Drug-free Workplace.

CITY OF MIDDLETOWN

Position Description

Date: 1/29/14

Position Title: **Bus Driver (Part-time)**
Department/Division: Community Revitalization/Transit
Reports To: Transit Manager
Classified or Unclassified: Unclassified
Exempt or Non-exempt: Non-exempt
Union or Non-union: Non-union
Salary Range: PT Bus Driver (Salaried Ordinance)
Civil Service Approval: N/A

Position Summary

This is skilled work in operating a public transit vehicle. Work involves responsibility for the safe and efficient operation of public transit on established routes and timetables. Work is performed under general supervision.

Position Qualifications

1. High School Diploma or G.E.D.; experience in operating a transit bus, school bus or charter bus or any combination of training and experience that provides the following knowledge, skills, and abilities:
 - a. Ability to understand equipment-operating characteristics and recognize equipment malfunctions.
 - b. Ability to develop and maintain good relationships with passengers and communicate with a diverse customer base.
 - c. Ability to operate equipment safely and efficiently.
2. Possession of a valid Ohio Commercial Driver's License (CDL), as required by State Law, with passenger endorsement, including air brakes.
3. Ability to sit and drive bus for extended periods.
4. Ability to work Saturdays as scheduled.

Duties and Responsibilities (For Performance Appraisal)

1. Inspects bus for cleanliness, adequacy of tire pressure, lights, and general operating, equipment and accessories.
2. Responsible for fare collection.
3. Checks interior of bus for litter and debris.
4. Drives bus safely and efficiently on different scheduled routes; stops and picks up passengers; provides information on routes and transfer points; records data as required.
5. Responsible for passenger safety and enforces rules as required.
6. Performs related work as required.