

# CASUAL SHUTTLE BUS DRIVER

**Location: Lewes, DE**

**Hourly Rate: \$15.00**

**Opening Date: January 27, 2020**

**Closing Date: Until Filled**

## **I. POSITION SUMMARY**

This position is a casual bus driver position, which entails driving a Delaware River and Bay Authority (DRBA) bus/shuttle in a safe and professional manner, following the State, Federal and DRBA requirements and guidelines. The position also requires excellent customer service skills. Work schedules vary to meet the needs of the seven (7) days a week bus operation. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments.

## **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Completes pre-trip inspection of assigned bus to ensure that all lights, brakes, fluids, doors, etc. are in proper working condition prior to heading out on assigned route and completes end-of-shift report on the condition of the bus
- Obeys all rules and regulations of the DRBA as well as all applicable traffic regulations
- Maintains scheduled departure times (traffic permitting), keeps accurate inbound and outbound passenger count and records on provided form
- Keeps accurate daily driver logs and completes all reports in a timely fashion
- Makes announcement at each departure indicating pick-up times and locations, picking up and discharging only at the approved locations, and staying on the approved routes
- Keeps busses clean during shift, ensuring that the fire extinguisher is charged, first aid kit is filled and bio kit is on board
- Follows Bus Operations SOP's in regard to accidents, wheelchair passengers, security regarding not running busses while unattended, unruly passengers and passenger drop-off at Ferry Terminal
- Provides the highest level of customer service and professionalism to all internal and external customers

## **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to understand and communicate oral instructions and written directions
- Ability to understand relevant Authority policies and procedures and safety techniques
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

#### **IV. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid CDL driver's license with passenger endorsement

#### **V. REQUIRED EDUCATION AND EXPERIENCE**

- Must be at least 21 years old
- Previous bus driving experience required

#### **VI. ADDITIONAL REQUIREMENTS**

- Subject to a background investigation
- Subject to a pre-employment physical and drug test
- Subject to random drug & alcohol testing
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Required to conform to established dress code while on duty
- Applicant must adapt to irregular working hours, work tempo and different tasks

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**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). In addition, you also have the option of attaching a resume to the completed application.**