

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Bus Driver – Commercial Drivers’ License
Job Code	
FLSA Status	Non-Exempt; Part-time
Pay Grade	PT 108

GENERAL SUMMARY

Drive a 24-passenger bus for day trips. The schedule and number of assignments are based on driver availability/interest and are created quarterly. Trips occur on weekdays they vary 5 – 8 hours in length, and destinations are in and around SE Michigan. More than one driver may be hired if needed; seasonal availability will be considered.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Drive the bus to transport older adults between various locations.
- Assist people with safe entry and exit as needed.
- Provide insights and feedback related to vehicles and routes.
- Operate wheelchair lift and anchors as needed.
- Clean and inspect the bus as well as washes the exterior of the bus.
- Ensure the bus is always full of gas.
- Complete and document the SMART daily physical check of bus.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Clear driving record required to hold CDL status
- High School diploma or G.E.D. equivalency
- 1 to 3 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

Commercial Driver’s License (CDL) Class C.

Passenger Endorsement.

OTHER JOB REQUIREMENTS

Able to handle stress with a calm and professional demeanor.

PREFERRED QUALIFICATIONS

Commercial Driver's License (CDL) Class C.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Basic first aid
- Industry related safety precautions
- Traffic safety
- Relevant Bloomfield Township policies and procedures

Skill in:

- Operation of vehicles and routine vehicle maintenance equipment

Ability to:

- Meet schedules and deadlines of the work
- Communicate effectively and professionally orally and in writing
- Establish and maintain effective working relationships
- Maintain the confidentiality of information and professional boundaries
- Pass periodic drug testing

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment	X		
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site	X		
Confined space	X		
Vehicle			X
Warehouse environment	X		
Shop environment	X		

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Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)	X		

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.

Heavy Work - Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date created:	11/2/20
Dates revised:	December 2025