

## **Bus Driver:**

The Bourbonnais Township Park District is seeking to fill a bus driver position. Applicants must possess a CDL with air brake and passenger endorsements and have a clean driving record. Qualified applicants will need to pass a physical examination including drug test. The park district is looking for a candidate that has good communication skills, excellent customer service and has flexibility in their schedule.

*Please print and complete an application and send with resume, cover letter and references to:* BTPD  
459 N. Kennedy Dr., Bourbonnais, IL 60914  
or e-mail PDFs to Applicants@BTPD.org  
no phone calls please

## Bourbonnais Township Park District Job Description

Position Title:	Bus Driver				
Department:	Recreation	GL Code:	122-33-5002* *Varies		
Reports to:	Recreation Supervisor-Seniors				
Supervises:	n/a				
Classification:	Part-time	FLSA:	Hourly	Starting Range:	\$17.00 - \$20.00
Approved :	12/15/17	Revised:	09/13/21	Source:	PayScale.com

### Position Description:

The Bus Driver is responsible for the safe transportation of park district patrons between facilities, to special events or to trip destinations. Hours will be flexible usually under 20 per week but may require working nights and or weekends.

### Qualifications:

#### Skills needed to be demonstrated:

- Implement appropriate park operations procedures in accordance with District policy related to area of responsibility
- Communicate operation specifics to facility manager according to requirements; communicate matters of importance to facility manager in a timely manner
- Complete assigned projects and tasks in a timely manner
- Assist with implementation of scheduled program events
- Cooperate with and provide assistance to all District staff and perform dependent responsibilities as a team member; work effectively in cross-over tasks or group projects
- Implement customer service procedures as applicable; recommend additional procedures as necessary
- Implement financial management procedures as applicable; recommend additional procedures as necessary
- Purchase fuel and supplies in accordance with District policy and procedures
- Must be able to lift objects weighing fifty-one (51) pounds or less
- Must be able to stand or sit for extended periods throughout the workday
- Must be able to drive District vehicles and operate mechanized machinery (valid Illinois Driver's license)

#### Environmental Considerations:

- Exposure to mechanized power equipment and machinery using safety precautions as required
- Exposure to hazardous chemicals using safety precautions as required

# Bourbonnais Township Park District

## Job Description

- Exposure to extreme outdoor / indoor climatic and temperature conditions (heat, cold, sun, wind, precipitation and humidity)

### **Mental/Cognitive Considerations:**

- Must be able to communicate effectively in verbal situations (use of telephone; personal, small group meetings)
- Must be able to communicate effectively in written situations (use of computer; typewriter; note-keeping)
- Must be able to effectively adjust to stressful situations (handling irate customers, continual questioning & explanations).
- Must be able to effectively give and receive verbal and written directions

### **Safety and Risk Management:**

- Be familiar with district wide safety procedures as set by the safety committee
- Administer first aid when necessary for participants or staff member's welfare
- Follow agency procedures as relates to completion and submittal of accident and/or incident reports
- Fully understand and follow the guidelines of the Illinois Abused and Neglected Child Reporting Act and any procedures that accompany the law
- Acquire and maintain CPR certification

### **Facility Management**

- Notifies supervisor of any problems or dangerous situations with facility or equipment
- Ensure facility/room is appropriate for intent of class being taught
- Ensure presence at program facility site to greet program participants upon arrival
- Prepare facility/room for program and return facility/room to original state at conclusion of program

### **Knowledge, Skills, and Abilities:**

- Ability to accept responsibilities and work in an independent and organized manner
- Ability to be flexible and interact cooperatively with fellow staff members
- Display leadership, dependability, patience and concern for others
- Excellent communication skills - professional ability to attend to the needs, address complaints and resolve concerns of our customers

### **Special Considerations:**

- Requires flexibility of work schedule during high volume work periods
- Work is subject to inside/outside environmental conditions
- Requires regular lifting of light - medium - heavy objects weighing up to 30 pounds

# Bourbonnais Township Park District Job Description

**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change: aka emergencies, rush jobs, changes in personnel, workload, technological development, etc.**

## **CERTIFICATION**

“I have read this job description, and certify that I can perform all essential job functions without a significant risk to my own health and the health and safety of others that cannot be eliminated by reasonable accommodations” The Executive Director may amend this position’s description from time to time at his/her discretion. In addition, the Executive Director, and/or appointed authority, have and retain the rights to revise, eliminate, combine, and or establish positions and classifications. Amendments by the Executive Director shall be effective on such date as designated.

Employee Printed Name:			
Employee Signature:		Date:	__/__/____