

## Quigley Bus Service, Inc.: Job Description

Page 1 of 4 - Revised: August 25, 2004

---

Position Title: Van Driver  
Supervisor's Title: Transportation Supervisor  
Hourly/Salaried: Hourly

---

This Job Description is designed to accurately reflect job duties, however, it may not be all-inclusive, other job related duties may be required, and this job description will be amended from time to time. It does not create a contract of employment nor does it change the employee's at-will employment status. Reasonable accommodations that do not cause an undue hardship on Quigley Bus Service, Inc. will be considered as required by local, state, or federal law.

**1. SUPERVISED BY**

This position is supervised by the Transportation Supervisor. The Transportation Supervisor has the authority to direct the work of and evaluate this position. Comments are made through verbal and written instructions and by physical demonstration, as necessary.

**2. SUPERVISES OTHERS**

This position supervises no other employees.

**3. JOB IS:** Part-time

**4. WORK SCHEDULE:** Hours vary as assigned by Transportation Supervisor; typical days are Monday - Friday, typical hours fall between 6:45 & 8:45 a.m. and 2:30 & 4:30 p.m.

**5. SPECIAL SCHEDULE:** Driver to be available, as necessary, unless prior arrangements have been made with the supervisor

**6. EFFECTIVE DATE:** August 25, 2004

**7. POSITION PURPOSE**

The purpose of the position is to effectively, efficiently, and safely meet all job requirements, abilities, accountabilities, and goals as directed by the transportation supervisor.

## **Quigley Bus Service, Inc.: Job Description**

Page 2 of 4 - Revised: August 25, 2004

### **8. MINIMUM REQUIREMENTS TO HOLD THIS POSITION**

The requirements of the position include the skill and experience typically necessary to safely operate a passenger van. Required licenses and certifications include: Pennsylvania Driver License, Physical Examination Certificate, American National Red Cross First Aid Basics/Adult and Child CPR Certificates.

### **9. ESSENTIAL GENERAL ABILITIES** (Fundamental abilities required to hold this job.)

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures, including those necessary to maintain required licenses, certifications, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision and without posing a direct threat to the health or safety to self or others
- Communicate effectively and read labels and written instructions which are typically in English
- Effectively and efficiently carry out written and verbal job related instructions
- Exercise courtesy and tact when dealing with others including maintaining socially appropriate behavior
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity work standards
- Request assistance when appropriate, including but not limited to, the safe and efficient use and operation of equipment, tools, machines, and vehicles
- Respond to inquiries and/or complaints in a timely and professional manner
- Safely perform all job functions
- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse workforce
- Work in coordination with others
- Work under pressure typically associated with this type of position
- Operate the passenger van safely as assigned on the designated route as assigned by transportation supervisor
- Safely pickup and discharge passengers along assigned route
- Perform other duties as assigned by the transportation supervisor

### **10. ACCOUNTABILITIES AND GOALS**

- Accountabilities and goals may change somewhat frequently since they focus on accomplishing tasks and meeting responsibilities, as directed by transportation supervisor. Accountabilities and goals typically relate to assisting other employees, either directly or indirectly, as directed by the transportation supervisor.

## **Quigley Bus Service, Inc.: Job Description**

Page 3 of 4 - Revised: August 25, 2004

### **11. PHYSICAL DEMANDS OF JOB**

- Ability to sit, stand, and walk as necessary
- Ability to lift, carry, push, and pull up to 10 pounds frequently
- Ability to use hands and arms for repetitive actions such as above shoulder reaching, simple grasping, and fine manipulation
- Ability to function in activities involving frequent reaching and occasional bending and squatting
- Ability to safely operate a passenger van

