

**BUS DRIVER**

VARC, Inc.

Reports to: Transportation/Safety Supervisor (C)  
General Manager (S & R)

Department: Transportation

Classification: Non-Exempt

Division: Corporate, Sauk, Richland

Date: January 5, 2009

Approved: **JOB SUMMARY:**

Directed and supervised by the Transportation/Safety Supervisor or General Manager, the Bus Driver is responsible for transporting clients to and from VARC, Inc.

**ESSENTIAL FUNCTIONS:**

1. Transport clients to and from VARC.
2. Complete the route on a pre-set schedule.
3. Inspect the vehicle daily.
4. Maintain a daily log sheet and turn in monthly.
5. Maintain a daily attendance sheet and turn in weekly.
6. Complete pre-trip inspections daily.
7. Keep vehicle clean.
8. Operate 2-way radio as trained for transportation purposes only.
9. Obey all traffic laws.
10. Notify supervisor or maintenance department of mechanical problems.
11. Notify supervisor of any passenger or scheduling problems.
12. Assist passengers on and off vehicle if needed.
13. Accepts other duties as assigned.

**QUALIFICATIONS:**

Valid Wisconsin driver's license, preferably CDL with P endorsement. Have a good driving record. Possess general knowledge of vehicle maintenance. Preference for individuals trained in first aid.

This description reflects the general details considered necessary to describe the principle functions of the job identified for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements that may be inherent in the job nor shall be construed as giving exclusive title to every function described.

**I have read my job description and understand it:**

\_\_\_\_\_  
Employee Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Supervisor Signature\_\_\_\_\_  
Date