



Lafayette County Human Services
15701 County Road K, Suite 3
Darlington, WI 53530-9207
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Job Title: Bus Driver
Hours: Regular Full-Time/40 hours per week; Monday-Friday
Pay Range: \$14.77 - 15.61 per hour, based on experience; plus longevity, if applicable
Department: Lafayette County Human Services
Reports to: ADRC Manager
FLSA: Non-Exempt
Position Purpose: This position is primarily responsible for transporting and assisting elderly and disabled bus riders and for operating and maintaining the vehicle used in transporting riders.

Essential Position Responsibilities:

- Arrange and coordinate the transportation route directly with riders.
- Perform and document daily safety inspection of vehicle.
- Monitor the need for and schedule routine maintenance according to manufacturer suggestions and report maintenance needs to Supervisor.
- Keep interior and exterior of the bus clean.
- Assist riders to/from their home and into/out of the vehicle.
- Assist with packages.
- Secure wheelchairs and other mobility devices in the bus.
- Maintain accurate records, file reports as required, and collect fares.
- Immediately report accidents (both vehicle and rider) and vehicle breakdowns.
- Assist supervisor with scheduling special excursions.
- Perform regular outreach to promote the bus service and other services of the Aging Unit.
- Perform other services which facilitate the use of the bus by elderly and disabled individuals.
- Participate in related Aging Unit programs and other duties as assigned by the ADRC/Aging Programs Manager and Administrative personnel.

Position Requirements:

- Graduation from high school or high school equivalency
- Valid driver's license required
- Commercial driver's license (CDL) with Passenger or School Bus endorsement required.
- Must be able to pass any and all drug and alcohol testing, including a pre-employment test.
- Driver must be able to pass an Interstate Commerce Commission (ICC) physical.

Physical Requirements:

- Ability to lift and move up to 25 pounds.
- Requires travel both inside and outside of Lafayette County in all types of weather.
- Dexterity in moving, picking up objects is required.
- Ability to bend, stretch, and perform basic mobility functions such as ambulating, opening and closing doors, and assisting clients.
- This position is in and out of buildings assisting clients and carrying packages in all kinds of weather.

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.

While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of up to 25 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information. The associate frequently is required to sit, reach with hands and arms, talk and hear.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Disclaimer Clause:

Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job; they are intended to be accurate reflections of those principal job elements. It is not intended to limit or modify the rights of any manager to assign, direct and control the work of employees under supervision. Lafayette County retains and serves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgment, to be proper.

Lafayette County is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.