

QUEST ASSET MANAGEMENT, INC.

Job Description

JOB TITLE: Bus Driver

REPORTING:

This position reports to the Property Manager of the Tuscany at Goldmark or to the Assistant Manager of the Tuscany at Goldmark in the Property Manager's absence.

The Bus Driver is responsible for performing a variety of routine and complex transportation work in driving the properties' bus and coordinating transportation plans in support of senior adult appointments/programs. The position requires independent judgment, initiative, maturity, observation, communication skills, and sensitivity to the needs of others.

ESSENTIAL FUNCTIONS:

1. Transport and coordinate pick-ups/drop-offs of residents for various reasons such as shopping, medical appointments, trips to the bank, field trips, library visits, museum visits, sightseeing trips, sporting events, or any other trips or events approved by the Property Manager of the Tuscany at Goldmark.
2. Safely assist residents while getting on / off the bus.
3. Safely assist residents, with packages, while getting on / off the bus.
4. Carry out routine maintenance checks on the condition of the tires, brakes, windshield wipers, lights, oil, fuel, water and safety equipment to ensure continued safety driving standards.
5. Report any malfunctions or needed repairs, immediately, to the Property Manager of the Tuscany at Goldmark or to the Assistant Manager of the Tuscany at Goldmark in the Property Manager's absence.
6. Maintain the cleanliness and sanitation of both the inside and outside of the bus, general maintenance, proper fuel levels and coordinating routine servicing and repairs.
7. Turn in all documents and receipts, on a daily basis, to the Manager at the Tuscany at Goldmark or to the Assistant Manager at the Tuscany at Goldmark in the absence of the Manager.
8. Maintain an accurate record of residents participating on all trips.
9. Ensure timely conveyance of residents to their destination.
10. Follow safety rules as passengers board and exit the bus.
11. Comply with traffic regulations and operate the bus in a safe and courteous manner.

12. On a weekly basis, prepare and submit all scheduled appointments, for the following week, that include the number of residents, dates, times and places of all trips/appointments.
13. Read maps and follow written and verbal geographic directions.
14. Check the weather and traffic reports to determine the safety of the driving conditions.
15. Due to the sensitive nature of all trips, that affect the well-being of our residents, regular attendance is of the utmost importance.

REQUIREMENTS:

1. High School diploma, vocational school diploma, or GED.
2. Possess and maintain a valid Texas Driver's License along with a clean driving record, free of any suspensions and/or violations for the preceding twenty four (24) months.
3. Failure to maintain a valid Texas Driver's License and clean driving record will result in immediate termination.
4. Must be well trained with three years experience or any combination of education and experience which provides a demonstrated ability to perform all duties.
5. Pass a drug test and criminal background check.
6. Thorough knowledge of traffic laws and defensive driving.
7. Some knowledge of Senior Citizen services and needs.
8. Must be patient and maintain composure when dealing with all passengers, other drivers and travel conditions.
9. Must possess effective communication skills with the ability to follow both oral and written instructions.
10. Ability to establish and maintain courteous working relationships with public officials, the general public, other departments and agencies, and co-workers.
11. Must be focused, confident and observant.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to sit for long periods of time, walk, stand, climb, or balance; and occasionally required to stoop, kneel, crouch, crawl, taste and smell. The employee must be able to lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. Employee must be able to pass a vision test to maintain a valid Texas Driver's License.

The employee will be working both outdoors and in an office setting. When working outdoors the employee may be exposed to wet and/or humid conditions, extreme cold, extreme heat, rain, snow, fumes and/or airborne particles that are out of the control of Quest Asset Management, Inc. The employee must be able to interact well with people who are under physical and emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions and address disturbances. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGMENT:

I have reviewed this job description and am able to perform the duties and agree to adhere to the standards as a condition of employment.

I understand that this job description does not list the exclusive standards of this position and that I must follow other instructions, and perform any other related duties as may be required by my supervisor. I understand that employment with Quest Asset Management, Inc. is at will, meaning that employment may be terminated at any time for any reason without specific prior notice.

I understand that this is not an employment contract, but merely an acknowledgment of the company's expectations of me.

Signature

Date