

**TOWN OF STANDISH, MAINE
POSITION DESCRIPTION**

JOB TITLE: Summer Camp Bus Driver **DEPARTMENT:** Parks & Recreation
TYPE: Summer Seasonal Worker (not exceeding 40 hours per week between mid June and early August)

GENERAL PURPOSE:

Drive a SAD 6 School bus for Standish Parks & Recreation staff and campers to and from field trip locations for our Rec Summer Camps. Organize and direct staff and campers on the bus to make sure the bus is clean and safe for the duration of each day. Be part of the summer camp team and support the team to give our campers a positive camp experience.

This is a seasonal position and is not eligible for employee benefits other than workers compensation and FICA.

SUPERVISION RECEIVED:

This position reports directly to the Parks & Recreation Assistant Director and will receive day-to-day supervision from the Parks & Recreation Assistant Director.

SUPERVISION EXERCISED:

This position does not supervise employees. However, Bus Drivers will lead staff and campers regarding bus safety.

ESSENTIAL JOB

- Inspecting the vehicle thoroughly before and after each trip.
- Following the planned route and schedule for departure times and stops. While being flexible and support campers gaining a positive camp experience.
- Regularly checking vehicle safety such as tires, brakes, turn signals, mechanical equipment, etc.
- Monitoring and reporting fuel consumption, mileage, and passenger numbers.
- Reporting delays, accidents, and emergencies.
- Responding to emergency and non-emergency situations.
- Assisting with the loading and unloading of the bus when required.
- Enforcing conduct and safety rules on the bus.
- Maintaining a clean vehicle.
- Being attentive to traffic and weather conditions and ensuring passenger safety.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude from the position if the work is similar, related, or a logical assignment to the position.

DESIRED MINIMUM QUALIFICATIONS:

- CDL license required with passenger and school bus endorsement
- Pass a background check

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Previous experience as a bus driver.

- Excellent interpersonal, organizational and communication skills.
- Ability to work independently, along with being a dynamic team member that others can rely upon.
- Ability to be reliable and project a positive and professional image and attitude.
- Knowledge of and ability to follow all safety regulations and protocols

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions and physical demands (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.