

## **JOB DESCRIPTION FOR A PART TIME TRANSIT BUS DRIVER**

Antioch Educational Center (AEC) is a nonprofit organization located in downtown Ridgeland, SC. Safety is our top priority, and all employees will be provided the necessary protective equipment to perform their job. Currently, AEC seeks a full time Transit Bus Driver who will be:

- Responsible for safely transporting Jasper County residents in a safe, courteous, and reliable manner from downtown Ridgeland, SC to work in Hardeeville, Bluffton and Hilton Head Island Takes tickets from passengers and announces routes and stops in all traffic and weather conditions.,
- Responsible for inspecting buses before the start of a shift, obeying traffic laws, adhering to schedules despite conditions and collect tickets.
- Required to submit reports of mechanical issues and delays and to answer any questions passengers may have about the transit system.

### **The selected individuals will:**

- Transport people from one place to another following an established itinerary and time schedule.
- Operate bus by opening and closing the door, applying brakes, starting, and stopping engine.
- Drive regular routes on a schedule.
- Announce next destinations.
- Drive through traffic and obey traffic laws.
- Deal with unruly passengers.
- Stop frequently, a minimum of 10 stops
- Answer questions about schedules, routes, and stops
- Communicate with dispatcher (report accidents or other traffic disruptions to a central dispatcher and follow directions when using an alternate route).
- Maintain the vehicle in good condition (handle mechanical problems and check the bus tires, lights, and oil and other basic maintenance).
- Submit daily logs of stops, passenger volume, mechanical issues, and delays
- Follow state and federal transit regulations.
- Keep passengers informed of delays.

## • **QUALIFICATIONS AND EXPERIENCE**

- No formal education required
- Have good verbal communication skills
- Are at least 21 years old
- Possess a valid Drivers License (Valid CDL with Passenger endorsement highly preferred but will train)
- Have held a valid driver's license for at least 3 years
- Possess a clean/good driving record
- Possess a commercial driver's license (CDL) with a passenger endorsement that allows the transport of 16 or more passengers.
- Please note all applicants are subject to a drug test, and physical

## **SALARY**

- Salary commensurate with experience
- Cutting Edge Paid Training
- Safe Working Environment
- Set Schedule
- Year-round work
- Freedom of being out on the open road (No desk work!)
- Serving passengers who live and work in your community
- **Resumes accepted, until March 1, 2021, at [antiochexec@yahoo.com](mailto:antiochexec@yahoo.com) No phone calls.**

*Antioch Educational Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. Antioch Educational Center is also committed to providing a drug-free workplace.*