

JOB DESCRIPTION



Department	Therapeutic Recreation
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Therapeutic Recreation Bus Driver
Classification	Hourly/Non-exempt
Pay Range	\$16.00/hr. - \$20.00/hr. PT1620

Job Summary

The Therapeutic Recreation Bus Driver is a part-time position in the Therapeutic Recreation Department and reports to Therapeutic Recreation Manager. The purpose of this position is to ensure safe transportation of the participants enrolled in the Therapeutic Recreation program. The primary responsibility is to provide safe transportation to and from the RecPlex following a strict time schedule while providing a positive and enjoyable environment for participants while interacting in a pleasant and professional manner.

Job Duties

- Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport participants between RecPlex and their homes or designated route locations.
- Load and unload passengers and ensure all riders are secured with safety belt while vehicle is in motion.
- Maintain security of the vehicle while driving, ensuring vehicle is locked and never left running.
- Track and maintain accurate list of passengers to ensure proper pick-up and drop-off.
- Comply with traffic regulations in order to operate multi-passenger vehicle in a safe and courteous manner.
- Follow safety rules as passengers are boarding and exiting multi-passenger vehicle and as they cross streets.
- Maintain order among passengers during routes to ensure safety.
- Read maps and follow written and verbal geographic directions.
- Report delays, accidents, and other traffic or transportation situations.
- Regulate heating, lighting, and ventilation systems for passenger comfort and safety.
- Maintain cleanliness of the vehicle.
- Report any vehicle malfunctions or needed repairs.
- Re-fuel vehicles on as needed basis.
- Performs other duties and special assignments as directed within the scope of the Therapeutic Recreation Department.

Physical Requirements

- Must be able to listen and communicate effectively as well and understand operating procedures and written directives.
- High degree of public interaction and communication with exposure to periods of high-volume activity.
- May involve driving the vehicle in inclement weather including rain, snow, sleet, and fog.
- Occasional lifting of up to 50lbs.
- Flexible schedule; hours may include Monday-Friday 6:00am-11:00am, Monday-Friday 12:00pm – 6:30pm; some evening or weekend work may be required.

Requirements - educational, certifications and experience

- Must be 18 years of age.
- Must have or obtain CPR/AED and First Aid training within three (3) months of hire date.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.