

**JOB VACANCY**  
**Full-Time Bus Driver**  
*(Fayette Area Coordinated Transportation)*  
**CDL or Non-CDL**

Pursuant to Article IX. Promotions and Transfers, Subsection B, Posting of Vacancies, we are hereby listing the job of **Full-Time Bus Driver**.

The qualifications for said job are attached hereto and made a part hereof.

The starting rate for said job is **\$17.64/hour w/CDL**  
**\$16.46/hour Non-CDL**

Any employee who wishes to apply for the said vacancy shall, in writing, indicate their qualifications for the job, and shall file their bid within ten (10) work days from the date of this notice, which will be **UNTIL FILLED** with the Human Resource Department, Courthouse, Uniontown, Pennsylvania.

“THE COUNTY OF FAYETTE IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT ON ANY BASIS INCLUDING RACE, CREED, COLOR, AGE, SEX, RELIGION, NATIONAL ORIGIN, OR HANDICAPPED STATUS.”

FAYETTE COUNTY COMMISSIONERS

By:   
Barbara A. Unice  
Programs, Benefits, and Training Specialist

October 31, 2023

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Date

## FAYETTE COUNTY

### SMALL BUS TRANSIT VEHICLE OPERATOR

Position Description

Non-Exempt

FULL TIME

#### OVERALL OBJECTIVE OF JOB

To provide transportation as needed to Human Service Agency clients and to the general public and to maintain the upkeep of small transit vehicles.

#### ESSENTIAL FUNCTIONS OF JOB

1. Transports passengers in County vehicles and abides by driving techniques.
2. Follows direct transportation routes according to transit system plans for designated destinations and provides door to door assistance as needed and remitted as required.
3. Interacts with passengers.
4. Ensures that fares or fees are collected.
5. Observes all traffic laws.
6. Maintains requisite logs and daily record sheets.
7. Maintains order and discipline in the vehicles.
8. Operates radio communication in a professional manner.
9. Performs pre-and-post trip inspections and routine maintenance on vehicles. Assures safe operation of vehicles; takes vehicles to garage for repairs and/or inspections.
10. Assists with lifting items in/out of vehicle.

#### OTHER DUTIES OF THE JOB

1. Attends meetings, training and/or inservices as required.
2. Performs other job-related duties as required.

#### SUPERVISION RECEIVED

Receives daily instruction and supervision from Operations Manager in regard to daily work duties.

#### SUPERVISION GIVEN

None.

#### WORKING CONDITIONS

1. Works indoors in adequate workspace with adequate temperatures, ventilation and lighting.
2. Works with average indoor exposure to noise, stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Periodically works beyond normal work hours or works on-call or on an as-needed basis.
5. Works in conditions of potential outbursts of disruptive behavior of clients.
6. Drives frequently during all seasons and is exposed to outdoor elements, including snow and icy roadways.

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#### PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit and drive for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching necessary to carry out duties of job.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out duties of job.
4. Light work, with occasional lifting/carrying of objects with weights of thirty to forty pounds.
5. Must demonstrate emotional stability.
6. Must be able to move frequently throughout the workday.
7. Must be able to pay close attention to driving requirements and concentrate on roads and conditions.
8. Must have physical ability to lift wheelchairs and other equipment in/out of van.

#### QUALIFICATIONS

##### A. EDUCATION/TRAINING

High school diploma or equivalent, plus valid Pennsylvania Commercial Driver's License (CDL) with Passenger endorsement is required for some, but not all, Small Bus Transit Vehicle Operator positions.

##### B. WORK EXPERIENCE

1-2 years transit operator experience and satisfactory driving record.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
3. Must possess ability to maintain confidentiality in regard to client information and records.
4. Must possess a valid Pennsylvania Commercial Driver's License.
5. Demonstrate basic vehicle control and have knowledge of Pennsylvania driving rules and regulations.
6. Must possess tolerance to noise and distractions while driving.
7. Must have ability to make general repairs to vehicle and to maintain upkeep of vehicle.

## FAYETTE COUNTY

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8. Must possess some knowledge of the geography of the area serviced.
9. Must possess ability to assist in training new drivers if needed.
10. Must possess ability to maintain accurate records, logs and adhere to policies and procedures of department.

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.

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Employee Signature

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Date