



Grand County

Job Description

Title:	Bus Driver	Job Code:	1920
Division:	Operations	Effective Date:	9/2017
Department:	Grand Center	Last Revised:	11/2025

GENERAL PURPOSE

Performs a variety of **routine semi-skilled and skilled** duties related to the operation of multi-passenger van, bus, or transport vehicle to provide transportation for senior citizens or to deliver mass meals.

SUPERVISION RECEIVED

Works under the direct supervision of the Grand Center Director.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Delivery and Transportation:

Operates wheel chair lift for non-ambulatory citizens; assists seniors into the vehicle.

Provides transportation services for senior citizens to and from destinations with sedans, vans and trucks as assigned by program daily manifest. Provides door-to-door assistance when transporting customers to and from destinations; assures the use by all passengers of seat belts; and escorts customers with special mobility needs on and off ADA compliant vehicles.

Reviews manifests and makes changes to directions. Maintains various travel and delivery records.

Uses technology and software programs to obtain information regarding daily schedules and program clients.

May assist in home food deliveries. Drives delivery trucks on prescheduled routes to deliver meals to home bound citizens. Brings the meal into the senior's home and opens the meal or places it in the refrigerator.

Customer Service: Reports observed changes in customer eligibility or physical and mental health to an appropriate staff member.

Reports immediately to appropriate organizations, such as 911, Adult Protective Services, or law enforcement, dangerous or unsafe observances.

Informs customers of other Aging Services opportunities and services.

Helps serve lunch to seniors at the Grand Center;

Vehicle Maintenance: Inspects vehicle, checking lights, tires, horn, emergency equipment and exterior for damage. Reports equipment damage or failure. Fuels and inspects fluid levels, maintains tire air pressure, and cleans vehicle.

Other duties as needed.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Six (6) months of work experience in a position related to driving, or related field;

OR

B. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Knowledge of vehicle operation and safety regulations; basic automotive maintenance; geographical regions and services in the Grand Canyon area; state highway and driving laws; defensive driving techniques; vehicle maintenance needs and mechanical operations; food handling; special needs of senior citizens.

Skills in safe operations of a motor vehicle; safe food storage and handling; organization and effective use of time and resources; effective communications.

Ability to establish effective working relationships with supervisors, co-workers, and senior citizens; communicate effectively verbally and in writing; exercise good defensive driving; work effectively during inclement weather and/or adverse road conditions; relate to customers of a diverse background; work independently; perform moderate record and data keeping tasks.

3. Special Qualifications:

Must be able to pass a background investigation.

Must possess a current Utah driver's license.

Must pass a pre-employment drug screening.

Must obtain a CPR and First Aid certification, and Food Handlers Permit within three months of employment.

Must possess or be able to acquire a valid Utah Class "B" Commercial Driver's License (CDL) with an "P" endorsement within 6 months of hire date.

Must possess a DOT medical card.

Must be able to pass ICC physical and maintain medical certificate.

4. Work Environment:

Working with the aging population, lifting food containers in and out of truck, and regularly lifting wheel chairs & other mobility devices in and out of vehicle. Walking on a variety of terrains while carrying items or assisting clients. Standing, walking, bending, sitting, stretching, regularly lifting 25-50 lbs., pushing wheelchair/client up to 300 pounds. Exposure to all types of weather. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)