

Bus Driver

Part-Time, Seasonal Position

Reports to: 1. Director of Education and Natural Resources

2. In their absence: Operations Manager and/or Education Manager



Summary

Provides bus transportation services for visitors and guests including school group visits, special events and park-and-ride operations (“The Bear Race”), ensuring transportation system and passenger safety. Monitors equipment and performs limited maintenance. Provides information and public affairs services.

Duties and Responsibilities

1. Drives an organization-provided bus, allowing for a safe and efficient transportation to the visitors of Grandfather Mountain.
2. When scheduled to drive, driver must report to work at the gatehouse by signing in, receiving radio, and picking up any pertinent material (route maps, etc).
3. Perform daily vehicle inspection and maintenance including checking the fuel, brakes, lights, windshield wipers, and full visual inspection of the vehicle.
4. Makes timely reports of accidents, incidents, and unusual occurrences. Files maintenance request with Director of Education when necessary.
5. Performs monthly bus inspections at the end of each month that the bus has been driven. This includes March, April, May, September, October, and November. If the driver is not scheduled to drive within the last five days of the month, drive to come in and perform inspection during business hours at his/her own discretion (4 hours of pay).
6. Exhibits a guest service attitude, a smile, and an obvious interest in guest comfort and service.
7. Communicates with the public in a courteous and tactful manner and assist guests with questions and directions to various areas of the mountain.
8. Performs miscellaneous job-related duties as needed.
9. End of shift duties to include: sweeping, cleaning windows, wiping down seats, removing all trash and debris including food. Lost items to be turned into the gate.

Minimum Job Requirements

- High school diploma or GED; at least 6 months of experience directly related to the duties and responsibilities specified.
- Possess current CDL driver’s license with passenger endorsement.

Knowledge, Skills and Abilities Required

- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Knowledge of basic vehicle inspection and maintenance including tire pressure, checking oil and water levels.

- Ability to safely and efficiently operate a loaded passenger bus.

Conditions of Employment

- Must pass a pre-employment criminal background check.
- Must notify Grandfather Mountain Stewardship Foundation and the motor vehicle licensing agency in North Carolina within 30 days of conviction for any moving traffic violations.
- Must notify Grandfather Mountain Stewardship Foundation if his/her license is suspended, revoked, or canceled, or if he/she is disqualified from driving.
- Candidate must submit an annual current medical examiner’s certificate and/or any medical variance documents that he/she has been issued (i.e. Vision, Skills Performance or Diabetic waivers, or other exemptions) to NC DMV to obtain a “certified” medical status as part of their driving record.

Working Conditions and Physical Effort

- Physical requirements must be in compliance with all provisions of NCDMV “1.5 - CDL Requirements for Obtaining a Commercial A, B or C.”
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Bus Driver Work Flow Chart

At any point, while driving the buses or sprinters drivers should follow the instructions given to them by those above them in their work flow.

