

REDFORD TOWNSHIP EMPLOYEES' CIVIL SERVICE COMMISSION

15145 BEECH DALY ROAD
REDFORD, MICHIGAN 48239
(313) 387-2760
FAX (313) 387-2711
www.redfordtwp.com

COMMISSIONERS
Craig Miller, Chairperson
Larry Conn, Jr.
Dianne Ruhlandt

PERSONNEL DIRECTOR
Donald E. Wood

Part Time BUS DRIVER

The Charter Township of Redford is accepting applications for the part-time position of Bus Driver. The selected individual will be part time, Monday through Friday and some Saturdays. The hourly rate of pay is **\$10.62**.

Among the requirements: High School Diploma or GED, Commercial Driver License (CDL) with a "P" endorsement and an excellent driving record. **Note:** Applicants must present their CDL at the time of application.

Completed applications only will be considered. Apply in person from 9:00 AM to 4:00 PM, or you may download our general employment application from our website, www.redfordtwp.com, complete and return, along with a copy of your high school diploma or GED and a copy of your CDL with the "P" endorsement to:

REDFORD TOWNSHIP PERSONNEL OFFICE
15145 BEECH DALY ROAD - Second Floor
REDFORD, MICHIGAN 48239
(313) 387-2760

CLOSING DATE FOR FILING: Open until filled

The Charter Township of Redford is an equal employment opportunity employer.

March 21, 2001

Redford Township Employees'
Civil Service Commission

BUS DRIVER

DEPARTMENT: Dial-A-Ride

REPORTS TO: Dispatcher

Purpose:

Drive and operate passenger-carrying vehicles. Pick up and drop off passengers.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following duties, responsibilities, tasks, knowledge, skills and other characteristics. This list of Duties and Responsibilities is ILLUSTRATIVE ONLY, and is not intended to be considered a comprehensive listing of all functions and tasks performed by positions in this class.

Example Duties/Responsibilities:

Responds to passengers calls; receives pick-up and destination address information and incorporates into schedules to maximize time, resources and user satisfaction and to minimize wasted time, gasoline and other resources. Performs simple maintenance services, including, but not limited to, filling gas tank, checking oil, transmission and brake fluid, windshield washer fluid, sweeping and cleaning inside of bus. Maintain a passenger log and trip sheet and account for the fares collected; assists with routine office work; performs other duties as assigned or required.

Minimum Qualifications:

High school diploma/GED.

Additional Information/Requirements:

Possess and maintain a valid Michigan Commercial Driver license with a group designation of either "A", "B", or "C" and a "P" endorsement. In order to maintain the position an employee in this classification shall not have their driver license exceed five points.

Knowledge/Skills:

- Familiarity with township roads, streets, subdivisions, and services;
- Familiarity with two-way radio frequencies and computer operations;
- Familiarity with basic vehicle maintenance and operation;
- Familiarity with and application of customer service, public relations, community relations and community service goals and objectives.