

REDFORD TOWNSHIP EMPLOYEES' CIVIL SERVICE COMMISSION

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

COMMISSIONERS
James Brown
Duane Gregg
Randall Harrison

Bus Driver

HR DIRECTOR
Derrick L. Washington

The Charter Township of Redford is accepting applications for the part-time and/or full-time position of Bus Driver. The selected individual will be part-time, Monday through Friday and some Saturdays. The hourly rate of pay is \$12.14/ hour.

The full-time vacancy also includes excellent partial paid benefits including health insurance, pension, vacation, sick leave, and 13 holidays. The part-time vacancy has the option to purchase healthcare benefits at 50% cost, vacation, sick leave and holiday pay based on hours worked.

AMONG THE REQUIREMENTS: High School Diploma or G.E.D, Chauffeur Driver License, and an excellent driving record. **Note:** Applicants must present their Chauffeur Driver License at the time of interview.

Completed applications only will be considered for the position. Resumes in lieu of an application will **NOT** be considered. Apply in-person from 9:00 AM to 4:00 PM, or you may download our general employment application from our website, <http://redfordtwp.com/Portals/1072/docs/2018/General%20Application%20for%20Employment.pdf>. Complete and return, along with a copy of your high school diploma or GED, to:

REDFORD TOWNSHIP PERSONNEL OFFICE
15145 BEECH DALY ROAD
REDFORD MI 48239

Or you may scan and email to personnel@redfordtwp.com
(Faxes will NOT be accepted)

CLOSING DATE FOR FILING:
Open until filled

THE CHARTER TOWNSHIP OF REDFORD IS AN EQUAL EMPLOYMENT OPPORTUNITY
EMPLOYER.

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 Chauffeur Driver license. 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.