



Job Title:	Recreation Bus Driver		
Department/Group:	Recreation Department	Supervisor:	Recreation Director
Location:	Madeira Beach City Hall 300 Municipal Drive Madeira Beach, FL 33708		
Level/Salary Range:	\$25.00/ hour	Position Type:	Part-Time
HR Contact:		Date Posted:	
External Posting URL:	www.madeirabeachfl.gov	Posting Expires:	
Applications Accepted By:			
FAX OR E-MAIL: (727) 399-1131 OR humanresources@madeirabeachfl.gov Subject Line: Recreation Bus Driver Attention: Human Resources – Recruiting		MAIL: City of Madeira Beach 300 Municipal Drive Madeira Beach, FL 33708	
Job Description			
ROLE AND RESPONSIBILITIES: An employee in this class is responsible for driving a multi passenger vehicle (bus, van, minivan, etc.) to transport program participants safely from one location to another. Work is normally performed under the general supervision of a higher classified employee who issues written and oral instructions. Work is reviewed by the immediate supervisor; constant supervision is not necessary for routine and repetitive tasks.			
<ul style="list-style-type: none"> • Completes a daily bus trip log, pre-trip and post trip inspections, accident/incident reports • Performs weekly maintenance of bus including interior and exterior cleaning • Operates a child safety alarm system, video surveillance system and passenger ADA ramp/lift • May be required to work nights, weekends and holidays • Performs related work as required. 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS: <ul style="list-style-type: none"> • High School Diploma or a G.E.D. • Must possess a Pediatric CPR/First Aid certificate or obtain within 90 days of employment • Must possess a current and valid State of Florida CDL-B Driver's License with School Bus and Passenger endorsement • Must maintain an acceptable driving record • Must pass a medical examination for commercial driver fitness • Must pass a fingerprinting/background screening process prior to employment • Ability to inspect and properly use a fire extinguisher 			



- Completes all licensing in-service training sessions and maintain current licensing requirements for file

ADDITIONAL NOTES:

Reasonable accommodation consideration will be given to otherwise qualified individuals with a disability.

ADA COMPLIANCE:

The City of Madeira Beach, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The statements noted above are intended to describe the general nature and level of work being performed and are not to be construed as a comprehensive list of responsibilities, duties and skills required. These statements are subject to change at the discretion of the employer.

Cover letters and resumes may be included but are not accepted in lieu of application form.
All applications will become public record under Florida law.

AA/EOE/DFWP

Submit completed application for employment to: Human Resources Coordinator
300 Municipal Dr. Madeira Beach, FL 33708 or humanresources@madeirabeach.com

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	