



## **Bus Driver**

The Mt. Diablo Center, located in Pleasant Hill, is looking for a thoughtful and caring Bus Driver (14 passenger bus with wheelchair lift) to assist with picking up and dropping off clients to and from our center between the hours of 7:30am-10:15am and 2:00pm-4:00 pm. In addition, the Bus Driver also takes clients shopping in the Concord/Martinez/Pleasant Hill areas between the hours of 10:15am – 1:15pm and provides lunch break coverage for the front desk.

### **Essential Functions:**

- Ensure all passengers enter and exit the bus in a safe manner and provide assistance if needed.
- Foster and maintain good rapport with passengers, center staff, senior housing locations and care providers.
- Operate the wheelchair lift for loading and unloading if necessary and ensure passengers are properly secured before moving the van.
- Ensure all wheelchair equipment, walkers, canes and crutches are stored properly before movement of the vehicle.
- Operate the midday shopping shuttle service for frail, low-income residents of designated senior housing locations in Concord. Assist passengers with packages or groceries.
- Inspect vehicle twice daily to ensure safe and clean conditions and mechanical readiness and documents inspection and perform, document and submit vehicle condition reports.
- Review daily transportation schedule with Program Director.
- Plan appropriate routes using maps or use other navigation devices.

### **Minimum Qualifications:**

- Must have a valid Class B Commercial Driver's License and pass annual physical examination;
- Have experience working with seniors and using a wheelchair lift;
- Hold a CHP and DMV Class B License with passenger endorsement and California Vehicles for Developmentally Disabled Persons (VDDP)\* certification (\*or working towards a VDDP certification);
- Must maintain an acceptable driving record, reliable transportation, adequate auto insurance and be insurable by agency carrier;
- Must pass DOJ fingerprint clearance, medical examination, TB clearance, and drug and alcohol testing throughout employment;
- Must possess a high school diploma and experience working with people with disabilities preferred;
- Attend required trainings on CPR and first aid;

- Must be able to lift 50 pounds and be physically able to assist participants entering and exiting the van;
- Vision (may be correctible) must be adequate to read fine print, have depth perception and to operate vehicles.
- Hearing must be adequate to monitor traffic sounds and various sounds of vehicles.

**Job Type: Full-time (40 hrs/week)**  
**Monday-Friday (Closed on all major holidays)**  
**Hourly Rate: \$18.00 per hour**

*Application: Email resume and cover letter to: [employment@choiceinaging.org](mailto:employment@choiceinaging.org) Fax resume: 925-849-1784 Subject Line: \*Title of Open Position\* Note: The recruitment timeline for this position may vary and depend on many factors and we appreciate your patience during this process. Due to the high volume of applicants, we will only be contacting those candidates whose qualifications most closely match our requirements for the position. No phone calls*