



Village of River Grove

PACE Bus Driver-Part time

Position Summary:

This part-time position is within the Village of River Grove, it requires dedication, hard work and a positive attitude. Drivers are hired to operate the PACE bus by transporting village residents to and from requested designated locations for the purpose of assisting senior and special needs individuals in the community.

Essential Duties and Responsibilities:

- Under the direction of the Chief Mayoral Assistant and the supervision of the Administrative Clerk, the drivers are subject to the Rules and Regulations governed by PACE Suburban Bus Service.
- The driver is instructed to check in with a designed office clerk who coordinates the daily scheduled appointments for the week. The driver is responsible for maintaining the pick-ups and drop offs in a timely manner. Some additional assistance may be needed by the driver to help passengers aboard the bus and off the bus.
- Drivers are responsible to keep the bus clean and presentable. Drivers are also responsible to bring the bus to the Public Works Department for maintenance as required.
- Drivers are responsible to perform safety checks, become familiar with the equipment, learn all emergency procedures and must report any accidents directly to their supervisors.
- Drivers may also be requested to work at Village related functions transporting individuals to and from events.

Qualifications:

- Knowledge of English usage, spelling, grammar and punctuation principals
- Candidates must have a valid driver's license and safe driving record. Each driver must have a background check completed and successfully pass.
- Candidates for hire must have a pre-employment DOT physical which includes a breath alcohol test and a FTA toxicology testing. Drivers will also be required to have the physicals and mandatory toxicology and alcohol testing successfully completed on an annual basis or as requested through PACE.
- Candidates for hire must also pass an online screening regarding Substance Abuse Training Course followed by the PACE Training for Drivers at designated PACE facility.
- The ability to work courteously with the general public
- Understand and carry out oral and written directions
- Communicate clearly and concisely both orally and in writing
- Illinois valid driver's license and Class B CDL license with air brake endorsement
- Work Independently in the absence of supervision

Education and Experience

- High school diploma or GED

Physical Requirements:

- Lifting or moving up to 25 pounds.

- Frequent walking and standing (sometimes on uneven surfaces) talking and listening.
- Walking, grasping, lifting and carrying objects; reaching, operating hand controls.
- Operating foot controls (such as driving a vehicle).
- Specific vision abilities required include close, distance, color, peripheral, as well as depth perception and the ability to adjust focus.
- Emphasis on workplace and passage safety.

Salary:

Pay rate is \$15.00 per hour with no benefits.

EEO Statement:

The Village of River Grove is an equal opportunity employer that seeks qualified applicants for employment in available positions without unlawful regard to the applicants' race, color, sex, religion, age, or ethnic origin. Applicants with qualified disabilities will be reasonably accommodated upon prior notification. Employment positions with the Village of River Grove are identified on below, and current employment opportunities