



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

Job Title: Bus Driver

Position Type: Part-time, hourly, non-exempt

Hours: 32 hours/Week

Location: Menominee Senior Center

Pay Range: \$13.73

Benefits: Benefits include paid time off; 403(b) retirement plan; and access to our Employee Assistance Program.

Job Summary: The Bus Driver is primarily responsible for safely transporting participants, including assisting passengers on and off the bus as needed; keeping accurate daily pick-up/drop-off logs and mileage; as well as maintaining bus cleanliness.

Qualifications:

1. High school diploma or equivalent required
2. Valid driver's license and ability to obtain a chauffeur's license
3. Excellent driving record
4. Experience working with the public preferred
5. Must be willing to complete Passenger Service and Safety training

How to Apply: A full job description can be found on our website (www.mdscaa.org/job-board).

Applications can be completed using the following link: <https://pdf.ac/uu1ZH6HJ>

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 507 1st Ave N, Escanaba, MI 49829 **OR** emailed to hr@mdscaa.org.

This position will remain posted until filled.

Menominee-Delta-Schoolcraft Community Action Agency provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, height, weight, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances.



Job Title: Bus Driver

Program: Senior Services

Location: Senior Center

Classification: Non-exempt, hourly

Revised: 3/2025

Reports To: Senior Center Administrator

Supervises: None

POSITION OVERVIEW

The Bus Driver is primarily responsible for safely transporting participants, including assisting passengers on and off the bus as needed; keeping accurate daily pick-up/drop-off logs and mileage; as well as maintaining bus cleanliness.

EDUCATION & EXPERIENCE

- High school diploma or equivalent
- Valid driver's license and ability to obtain a chauffeur's license
- Excellent driving record
- Experience working with the public preferred
- Must be willing to complete Passenger Service and Safety training

REQUIRED SKILLS/ABILITIES

- Strong decision-making skills
- Must be able to get in and out of the bus repeatedly, assist passengers on and off the bus, frequently exert up to 10 pounds of force and drive in adverse conditions
- Must submit to a criminal background check and driving record look-up

DUTIES/RESPONSIBILITIES

- Safely transport passengers to destinations within the designated geographic area
- Assist passengers on and off the bus and in and out of homes/destinations as needed
- Prioritize passenger safety, ensuring passengers are properly secured while on the bus
- Maintain accurate pick-up/drop-off and mileage records and submit reports to the Center Administrator as required
- Inspect the bus and bus lift daily; adhere to lift policies and procedures
- Keep the bus clean and well-maintained, including tracking oil changes, tire rotations, etc.
- Maintain participant confidentiality
- Participate in required staff trainings and meetings
- Comply with Department of Transportation policies and procedures
- Comply with the policies and procedures of Menominee-Delta-Schoolcraft Community Action Agency and its funding sources
- Perform other duties as assigned

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Must be able to exert up to 20 pounds of force occasionally and up to 10 pounds frequently
- Must be able to repeatedly get in and out of a vehicle, climb stairs and walk in adverse weather conditions

- Prolonged periods of driving a vehicle
- Possible exposure to inclement weather conditions and hazardous driving conditions

This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.