

**Specialized Transportation Bus Driver**  
Classification Level NE 2  
Kenosha Achievement Center, Inc.  
1218 – 79<sup>th</sup> Street, Kenosha, WI 53143

**External:** 4/4/2023

**Hours:** Up to 40/week – 8:00 a.m. – 4:00 p.m.

**Apply To:** Desiree Taylor

**REPORTS TO:** Transportation Manager

**HAS DIRECT REPORTS?** No

**JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

The Specialized Transportation Bus Driver is a full time position that is responsible for providing safe public transportation to elders and people with disabilities. This will include on demand and route driving.

**TYPICAL RESPONSIBILITIES:**

1. Report to work on time to complete a KAC pre-trip inspection form before first scheduled trip.
2. Maintain cleanliness of the interior and exterior of vehicles.
3. Physically assist passengers that require help to and from their doors.
4. Maintain a complete log of ridership, destinations, nature of trips, mileage and fares.
5. Maintain certifications in CPR, First Aid and Passenger Assistance Techniques.
6. Responsible for the safety of all passengers.
7. Complete assigned strategic action plan work activities and annual performance growth plan.
8. Work with a culturally diverse staff, consumers and stake holders.
9. Participate in required amount & type of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
10. Perform other duties as assigned by supervisor.

**OCCASIONAL RESPONSIBILITIES:**

1. Driving on weekends and holidays

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**MINIMUM QUALIFICATIONS:**

- Must have a valid driver's license and a clean driving record
- Must have a CDL or be willing and able to obtain one within 90 days of hire
- Must be 18 years of age
- Must pass a D.O.T. physical and drug test whenever requested by manager

**KAC IS AN EQUAL OPPORTUNITY EMPLOYER**  
Revised 5/1/2022

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**PREFERRED QUALIFICATIONS:**

- Knowledge of Kenosha and Kenosha county geography, roads and landmarks.
- CPR and First Aid certification
- Commercial passenger driving experience

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 60% of time will be spent sitting. Employee is required to enter and exit the vehicle frequently and ambulate on uneven surfaces. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 80 pounds with help, 50 pounds alone, walk up & down steps, bend & climb step ladder. Employee is required to bend to the floor frequently to secure wheelchair passengers. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.