

**Straits Regional Ride**  
**CHEBOYGAN COUNTY**  
**Job Announcement**  
**OPEN TO THE PUBLIC**

**POSITION:** Bus Drivers

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent

Pass a physical/drug screen/background check and IBT finger print check

Meet normal lifting requirements of 30 lbs.

Valid Michigan Commercial Driver's License with P endorsement or Chaffers License

Pay: Per approved County 2019 budget guidelines by classification

**ESSENTIAL RESPONSIBILITIES:**

Drive vehicles over specified routes or to specified destinations according to time schedules in order to transport passengers, complying with traffic regulations, pick up passengers at prearranged locations. Collect fares; record cash receipts and ticket fares.

Ensure clients have seat belts fastened properly and wheelchair brakes are locked and secured properly.

Use hydraulic lifts and own strength to safely help clients on and off the bus.

Regulate heating, lighting, and ventilating systems for passenger comfort.

Communicate with dispatchers by radio, telephone, or computer to exchange information and receive requests for passenger service.

Notify dispatchers of vehicle problems, delays or accidents.

Follow regulations governing bus operation and ensure that passengers follow safety regulations.

Record name, date, bus identification, information on pre-trip sheets, along with trip information such as time and place of pickup, drop-off, and total fee

Complete accident reports when necessary.

Provide passengers with assistance entering and exiting vehicles.

Fill out vehicle condition report accurately for below items,

Test vehicle equipment such as lights, brakes, horns, or windshield wipers, to ensure proper operation. Perform routine vehicle maintenance such as regulating tire pressure and adding fuel, oil, and water, cleaning interior of bus following each trip or work shift.

**OTHER RESPONSIBILITIES:**

Other duties as specified, as needed in regards to care for equipment and operation of Straits Regional Ride

All other duties covered in employee training prior to operating equipment.

**WORK AREAS:**

Inside & outside in all weather conditions

Emmet and Cheboygan Counties

**REPORTS TO:**

Director/ Operations Manager/ Dispatcher while on Route

**WORK SCHEDULE:**

Full time mostly full days however at times may work half day, both weekday hours, Monday through Friday currently, Saturday work if a new contract requires it, in rotation with all employees. (may vary depending on requirements of actual route) Starting as early as 6:00 am, and on route as late as 6:30 pm depending on route assigned that day

**DEADLINE:**

*Open until filled. No Phone Calls*

*Apply in person at Straits Regional Ride 1520 Levering Rd, Cheboygan, MI.*

*Email: [mcouture@cheboygancounty.net](mailto:mcouture@cheboygancounty.net) for Application (job) in subject line*

*Emmet County Building Suite G-74 and Fax: to 231-597-0178 or mail with provided envelope*