

# PART-TIME BUS DRIVER

## JOB DESCRIPTION:

Arrive early for bus inspection and cleaning (if necessary). You will be allotted an extra 1 hour and 30 minutes each week for cleaning and going to get gas for the bus. There will be a bus ride every Monday, Wednesday, and Friday. There will also be special outings planned ahead of time that are not part of normal bus tours. We may have one of these trips every week.

## RESPONSIBILITIES:

- All coordination of bus rides and the scheduling of these tours will be with Tara.
- You are expected to call (not text) Tara for any issues and resolve them as soon as possible.
- Before trips, make sure the bus has plenty of gas.
- Treat everyone with respect.
- NEVER leave the bus unattended while residents are getting on or off bus.
- Assist residents as they get on or off the bus.
- Make sure everyone is properly wearing a seatbelt (this includes even going from building to another).
- Communicate to each building manager on when you will return.

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- Learn what residents don't like and do like about each route you take and plan accordingly.
- Plan your route with Tara before you leave the facility and let her know which one you plan on taking.
- The office will make decisions on if the bus ride should be canceled or not due to weather.
- Observe and follow all state laws at all times.
- Make sure you have a company cell phone on you for emergency calls. You need to follow state laws and not use the phone while driving. Only use it when the bus is parked.
- Report any changes in the residents. Medical/social/mood/etc. to the building managers. Always be on the lookout for changes in behavior or mood. Even if it is something little, report it to the manager.
- Report any family or resident concerns.
- Report any changes in the vehicle to maintenance.
- Be friendly as you greet.

## HOW TO APPLY:

SEND YOUR RESUME TO  
OFFICE@STONEHENGESENIORLIVING.COM OR STOP BY OUR OFFICE  
@168 STONEHENGE DRIVE BLAIRSVILLE, GA 30512

## BENEFITS:

- MULTIPLE BONUS OPPORTUNITIES
- FAMILY ATMOSPHERE
- AND MORE!