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# Example of Bus Driver Job Description

Our company is looking to fill the role of bus driver. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for bus driver

* Accurately maintains proper shift documentation reports, and records
* Follows the correct end-of-shift procedures
* At various locations, must be willing to work in a Union environment
* Transport field personnel to and from field locations
* Regulates inside temperature of bus for comfort of passengers
* Assumes responsibility for the safety of passengers while in route
* Inspects, sweeps, cleans and washes bus
* Reports defects or problems with vehicle to shop supervisor and DOT
* Ensures bus meets regular maintenance schedules
* Drive a transit bus and transport passengers around San Jose Airport in safe and courteous manner

## Qualifications for bus driver

* 3-5 years in distribution center site with exposure to production roles
* Current Class B driver's license is required with passenger endorsement (Class A is acceptable but is not required)
* Interpersonal and communication skills to work effectively and diplomatically with people from diverse ethnic, economic and cultural backgrounds, including students, staff, faculty, and the general public
* Customer Service skills to provide polite and friendly service
* Must familiar with Peninsular Malaysia road
* Possess valid GDL, D & E license