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# Example of Shuttle Bus Driver Job Description

Our growing company is searching for experienced candidates for the position of shuttle bus driver. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for shuttle bus driver

* Attend all meetings required
* Be available to drive for other drivers that have called in sick or are otherwise unable to work their regular shift
* Drive charters for athletic teams, school organizations and others as required
* Safely assist loading, unloading and securing of disabled passengers in a professional manner
* Use good judgment when need arises to alter assigned routes due to traffic conditions
* Be prepared to work any time of day or night, to include weekends and/or to fill-in for vacant shifts and Charters
* Assist with light office duties such as data entry, filing paperwork, and making copies
* Assist with light maintenance of vehicles, refueling vehicles, and performance of vehicle safety inspections, cleaning of vehicles
* Maintain trip logs which provide details such as passenger count, route details
* Reports all accidents, incidents, or unusual occurrences to Director of Security/designee immediately

## Qualifications for shuttle bus driver

* Have a Transport Canada Security clearance
* Security Traffic Patrol (Halifax, Nova Scotia)
* We are subject to certain Department of Transportation Regulations
* May drive a maximum of 10 hours after 8 consecutive hours off duty prior to starting shift
* Previous driving experience in a similar vehicle (large shuttle van or bus) preferred
* Must be available to work Saturday and Sunday