Part Time Bus Driver - Senior Bus Program

Posted: February 27, 2020
Closing Date: Until Filled

The Village of Tinley Park (population of approximately 57,000) seeks a Part Time Bus Driver for the Senior Bus Program, to provide transportation services for senior and handicapped citizens of Tinley Park. This position will typically work variable, part time hours each week.

Duties and Responsibilities:
- Responsible for the safe operation of the Village bus.
- Pick up and drive senior and handicap citizens to and from their destinations;
- Assist riders and take wheelchairs on and off lifts;
- Work professionally and cooperatively with Senior Bus Dispatchers, Village staff and riders;
- Maintain daily record keeping of bus condition, mileage and tickets sold;
- Collect and be accountable for cash handling daily;
- Maintain cleanliness of bus daily;
- Other duties as assigned.

Minimum Qualifications:
- CDL license with “P” (Passenger) endorsement; Must have valid IL CDL to be eligible for consideration
  - If selected, must pass written “P” (Passenger) endorsement written test by date of hire, and
  - Must pass driving/pre-trip “P” endorsement test within first month of employment.
- Must possess High School diploma or GED at time of application (attach with application);
- General knowledge of the Village of Tinley Park and ability to read a road map;
- Prior experience or knowledge of record keeping and cash handling;
- Must successfully complete Village pre-employment criminal background investigation;
- Must successfully complete assigned training, physical examination and random drug testing;

Hours of Work: The Part Time Bus Driver may be called upon to fulfill any shift during regular operation, Monday through Friday, 7:30 a.m. – 3:30 p.m., generally, excluding holidays, weekends and evenings.

Hourly Pay Rate: $13.25

Application Process: Interested candidates must complete a Village of Tinley Park Application for Employment obtained at www.tinleypark.org or in person at the Village Hall and submit along with copy of current CDL driver's license, High School Diploma or GED, cover letter and resume. Submissions should be postmarked, e-mailed or received in the Village Hall night drop as soon as possible.

Email Submissions and Questions to: humanresources@tinleypark.org