



## City of Galesburg

Operating Under Council – Manager Government Since 1957

### **Temporary Bus Driver Vacancy-Transit Division**

The City of Galesburg seeks interested applicants to fill the position temporary Bus Driver in the Department of Community Development. This temporary position works various hours and is paid \$16 per hour.

#### **General Description**

Transport passengers safely to their destinations utilizing fixed routes within the City of Galesburg.

#### **Essential Duties**

Safely drives passengers to and from various destinations within the City utilizing fixed routes.  
Performs daily pre trip and post trip inspections to monitor vehicle operations and maintenance to ensure the safety of the passengers.  
Operate all functions of the bus properly.  
Stop frequently to pick up/drop off passengers, answer customer questions regarding business services, and inform passengers of delays in service.  
Follow directions from dispatch for routing/re-routing and “on-call” stops.  
Record ridership, collect fares, issue change and passes.  
Complete and comply with all required training and certifications.  
Follow customer service, communication, and electronic devices etiquette per policy.

#### **Minimum Requirements**

- High School Diploma or equivalent (GED) required.
- Valid Illinois Commercial Driver’s License (CDL) with passenger and air brake endorsements required.
- Possession of a clean motor vehicle record.

#### **Required Skill and Ability**

The successful applicant must possess the ability to:

- Drive for an extended period of time.
- Read, write and understand the English language.
- Read, interpret and apply policies and procedures, and follow instructions.

E.O.E. - M/F/D/V Temporary/Seasonal Bus Driver – 2021

- Comply with all City and departmental safety rules and regulations.
- Establish and maintain positive relationships with the public and co-workers.
- Ability to pass a DOT physical.

### **How to Apply**

To apply, all applicants must complete and submit an electronic application for employment through the City's website at: [http://www.ci.galesburg.il.us/city\\_initiatives/human\\_resources/](http://www.ci.galesburg.il.us/city_initiatives/human_resources/).

To receive full consideration, applications should be submitted as soon as possible. Recruitment will continue until the position is filled.