



Job Description

Department: Parks and Recreation
Job Title: Recreation Assistant - Bus Driver
Reports to: Recreation Supervisor
Date job description last revised: June 2023

Status: Non-exempt

GENERAL DESCRIPTION OF DUTIES:

This position is responsible for assisting with duties involved with recreational leagues, programs, activities and events as directed by the Recreation Supervisor. Performs a variety of tasks associated with driving the Ski Bus from the Salida Hot Springs Aquatic Center to Monarch Mountain on Fridays and Saturdays throughout the ski season. Performs equipment checks, provides prompt and courteous customer support and service, and safely transports riders by obeying all road safety and traffic laws.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the Recreation Supervisor and works with the Salida Hot Springs Aquatic Center front desk personnel.

ESSENTIAL DUTIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Salida retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Adhere to road safety standards and traffic laws at all times.
- Drive the 15 passenger bus in all weather conditions.
- Perform basic maintenance checks, preparation and post trip inspections both inside and outside of the van.
- Maintain mileage log and maintenance records every time the bus is operated.
- Maintain a clean and mechanically sound bus at all times.
- Assist riders on and off the bus and ensure the safety of all riders.
- Manage multiple participants of all age groups at a time.
- Be prompt and courteous.
- Verify registration and payment of all riders via Smart Rec/Recreation software.
- Communicate with staff at the Salida Hot Springs Aquatic Center upon pick up and drop off to ensure riders are accounted for.
- Be on time and able to stay on schedule.

Available most or all Fridays and Saturdays (excluding holidays) from December through April.
Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Be able to adhere to road safety standards and traffic laws at all times.
- Be able to drive the 15 passenger bus in all weather conditions.
- Be able to perform basic maintenance checks, preparation and post trip inspections both inside and outside of the van.
- Be able to manage multiple participants of all age groups at a time.
- Ability to follow direction and take initiative.
- Comfortable working with people of all ages, backgrounds, and abilities.
- Excellent communication, interpersonal, and public speaking skills.
- Represent Salida Parks & Recreation and the City of Salida in a positive manner.

EDUCATION, AND EXPERIENCE:

High school education completed or in process. Holds current driver's license and must have a clean driving record proven through Motor Vehicle Report.
Complete Defensive Driving Basics Course (1 hour, on-line, provided by CIRSA) and Automatic Chain Use Course (30 minute, on-line) prior to operating the bus.

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Visual acuity with or without vision aids, ability to distinguish colors. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.
- Be free of impairment of the use of a foot, leg, hand, finger, or an arm, or other structural defects or limitations likely to interfere with the ability to safely control a 15 passenger van. Employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- Depressing fuel and brake pedal with right foot and leg requiring 70 psi.
- Required to stand; walk; sit; stoop, kneel, crouch, or crawl.
- Climb steps to enter and exit bus, step down 3.5 feet to exit the emergency door.
- As needed, lift and /or move up to 50 pounds.

While performing the duties of this Job, the employee is regularly exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PAY/SALARY RANGE:

\$20.50 - \$25.00 Hourly

GENERAL DESCRIPTION OF BENEFITS:

Free family pool pass to the Hot Springs Aquatic Center. Discounts on Recreation and Aquatics programs and products.