



# City of Seymour

City Hall 301-309 N. Chestnut Street • Seymour, Indiana 47274  
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Clerk-Treasurer  
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AMES W. REBBER

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MARRIN BOAS

## JOB POSTING

Position: Transit Bus Driver  
Supervised by: Transit Manager  
Date Posted: 4/25/19

### General Duties:

- Serves as FTA Driver for the Seymour Transit, responsible for sole operation of bus/van while picking up and dropping off passengers in the city limits.
- Clean bus exterior on a monthly and as needed basis, including windows and fill out bus washing paperwork.
- Clean bus interior on a weekly basis and as needed.
- Fuel bus when needed.
- Count money and instruct passengers to place into fare box.
- Keep a log of passenger names, status, pick-up location, destination and type of payment.
- Operate wheelchair lift in a safe manner, locking wheelchair into place, and to ADA specifications.
- Check bus for safety and mechanical condition prior to starting each shift and at the end of each shift, reporting any problems to dispatcher.
- Fill out pre-trip inspection paperwork each day.
- Clean facility and bathroom at Department of Public Works.
- Will be required to dispatch when needed if dispatcher is unable to work or on vacation.
- Other duties as assigned.

### Job Requirements:

- Experience in dealing with the general public.
- Knowledge of city streets helpful.
- Must speak fluent English.
- Driver's license with public passenger endorsement and a good driving record required.
- Class C Commercial Driver's license preferred.
- Must be able to be bonded.
- Must have or be willing to attend class for adult CPR certification, wheelchair securement, and any other INDOT required training.
- All drivers are required to submit a yearly physical.
- Employee will be required to submit to 49 CRF Part 40 drug and alcohol procedures.

Please fill out application: City Hall, 301-309 N. Chestnut, Seymour, IN. EOE. The City of Seymour is a drug-free workplace.