

## **CASUAL Bus Operations Supervisor**

**Location: Lewes, DE**

**Hourly Rate: \$14.75**

**Opening Date: January 16, 2018**

**Closing Date: Until filled**

### **I. POSITION SUMMARY**

This position is a casual bus operations supervisor position, which is responsible for the safe operation of the Lewes bus operation, including but not limited to, personnel management and staffing needs, staff training, route scheduling, vehicle maintenance and supplies, as well as all customer service related concerns. Provides excellent customer service to internal and external customers at all times. Work schedules vary to meet the needs of the seven (7) days a week bus operation. This casual position is part-time with no guaranteed minimum number of hours, nor are there any guaranteed assignments. This position will report directly to the Assistant Director of Business Operations.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Train staff to properly complete pre-trip inspection of assigned bus to ensure that all lights, brakes, fluids, doors, etc. are in proper working condition prior to heading out on assigned route and completes end-of-shift report on the condition of the bus
- Responsible for creating departure schedules for the bus operation and devising driver schedules, while working within the operation's budget
- Responsible for coordinating buses and drivers for specific events and functions.
- Responsible for monitoring the proposed bus schedule for the season to reflect traffic needs.
- Responsible for ensuring accuracy of daily driver logs and complete all reports in a timely fashion
- Greet passengers and direct them to bus passenger pick-up area.
- Maintain cleanliness of busses prior to start of scheduled shifts, ensuring that the fire extinguisher is charged, first aid kit is filled and bio kit is on board
- Will be required to drive bus in an emergency
- Provide superior customer service to all internal and external customers

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to understand and communicate oral instructions and written directions
- Physical ability to stand, bend and kneel for extended periods
- Display genuine concern for outstanding customer service and satisfaction, and has the ability to successfully deal with patrons/employees and vendors
- Knowledge of Americans with Disabilities Act regulations pertaining to transportation and train bus drivers on proper handling of passengers with physical disabilities

- Knowledge with all rules and regulations of the Delaware River and Bay Authority, regulatory agencies as well as all applicable traffic regulations

#### **IV. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES**

- Valid CDL driver's license with passenger endorsement

#### **V. MINIMUM QUALIFICATIONS**

- Five (5) years previous bus driving experience required
- Three (3) years supervisory experience, preferred

#### **VI. ADDITIONAL REQUIREMENTS**

- Applicants will be subject to background check and employment physical
- Subject to pre-employment drug testing
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Required to conform to established dress code while on duty
- Applicant must adapt to irregular working hours, work tempo and different tasks
- Must be willing and available for duty at such hours, day or night, as may be required in order to maintain continuous operations.

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**If you are interested in applying for this position please complete the on-line application at [www.drba.net](http://www.drba.net). In addition, you also have the option of attaching a resume to the completed application.**