



## City of Harrisonburg Bus Driver/Trainer

<b>SALARY</b>	\$19.66 - \$21.62 Hourly \$1,572.80 - \$1,729.60 Biweekly \$3,407.73 - \$3,747.47 Monthly \$40,892.80 - \$44,969.60 Annually	<b>LOCATION</b>	Harrisonburg, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	5609 - (July 2023)
<b>DEPARTMENT</b>	Public Transportation	<b>OPENING DATE</b>	07/14/2023
<b>CLOSING DATE</b>	Continuous	<b>FLSA</b>	Non-Exempt

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### Description



**Are you seeking a career opportunity that allows you to share your driving skills and knowledge to train fellow employees on proper procedures? If so, apply to the City of Harrisonburg Department of Public Transportation's Bus Driver/Trainer position!**

The Bus Driver/Trainer is a full-time position with benefits and a preferred hiring range of \$19.66 - \$21.62 per hour (equivalent to \$40,892 - \$44,969 annually); however, an exact salary will be dependent upon the selected candidate's qualifications/experience and in compliance with City policy.\* The ideal candidate for this position will perform a variety of training duties to help ensure drivers deliver passengers to their appropriate locations in a safe manner - all while providing exceptional customer service.

*\*Please note that the City has recently adopted a [new compensation schedule \(Download PDF reader\)](#), and the compensation listed above took effect on June 25, 2023.*

As the Bus Driver/Trainer, you'll:

- Drive a City of Harrisonburg transit, paratransit, and school bus;
- Pick up and deliver passengers;
- Perform all related duties of a bus driver;
- Plan and assist in areas of bus driver training and safety;
- Provide classroom instruction and behind-the-wheel training for all new driver candidates;
- Provide individualized training as required;
- Update and maintain all driver training curriculum guides and safety manuals;
- Monitor drivers with regard to safe operating practices and passenger safety;



- Notify appropriate personnel of safety violations;
- Maintain bus route records;
- Manage communication to bus drivers;
- Retrieve and submit bus surveillance videos;
- Attend and represent the department at various meetings;
- Assist with submitting related required reports.

A list of the ideal candidate's knowledge, skills, and abilities for this position is available in the [class specification](#).

## Minimum Qualifications

- High school diploma or GED and considerable (3-5 years) experience as a transit, paratransit, or school bus driver. An equivalent combination of education and experience may be used to meet this requirement.
- Possession of a valid Commercial Driver's License valid in the Commonwealth of Virginia required. Passenger and School Bus endorsements required within six months from hire date.
- Availability to work a flexible schedule, including days, nights, weekends, and holidays.
- [Click here to view physical requirements of this position.](#)

Successful applicants for this position will be subject to the following:

- Virginia Department of Education physical examination;
- Federal Transit Administration (FTA) physical examination;
- Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse query;
- United States Department of Transportation's (U.S. DOT) pre-employment drug screening;
- DMV records check; and
- Criminal background check.

This position is subject to the U.S. DOT's alcohol and controlled substances testing regulations.

## Supplemental Information

**To Apply:** In order to be considered, all candidates must submit a complete City of Harrisonburg online employment application, including previous work experience and education history. This position may close at any time after 10 calendar days. (posted 07/14/2023)

***The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave, holidays and more.***

***All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.***

***The City of Harrisonburg is an Equal Opportunity Employer.***

### Agency

City of Harrisonburg

### Address

409 South Main Street  
Third Floor  
Harrisonburg, Virginia, 22801

### Phone

540.432.8920  
540.432.7796

### Website

<https://www.harrisonburgva.gov/employment>