

THE STRATFORD AT BEYER PARK

POSITION DESCRIPTION

Position Title: Bus Driver / Transportation Assistant

Department: Activities

FLSA: Non-Exempt

Supervisor: Activities Director

Revised: May 2026

POSITION SUMMARY

Responsible for providing safe, reliable, and courteous transportation services for residents to appointments, shopping trips, community outings, and special events. Assists residents entering and exiting vehicles and supports the Activities Department in ensuring transportation needs are met while maintaining resident dignity, safety, and independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives and follows daily transportation schedules provided by the Receptionist/Concierge.
- Communicates transportation updates and resident needs to the Activities Director.
- Safely transports residents to appointments, shopping trips, banking, dining outings, religious services, and community events.
- Assists residents with entering and exiting vehicles safely.
- Secures wheelchairs, walkers, and other mobility equipment according to safety procedures.
- Maintains transportation logs, mileage records, and resident trip documentation.
- Conducts pre-trip and post-trip vehicle inspections and reports maintenance concerns immediately.
- Maintains vehicle cleanliness, fuel levels, and readiness for operation.
- Assists with resident outings, special events, and activities as requested.
- Ensures compliance with all traffic laws and community transportation policies.
- Maintains confidentiality of resident information.
- Other duties as assigned.

QUALIFICATIONS

- High School Diploma or GED preferred.
- Previous professional driving experience preferred.
- Experience working with seniors preferred.
- CPR and First Aid Certification preferred.
- Valid California Driver License.
- Class C License with Passenger Endorsement.
- Clean DMV driving record.
- Must meet community insurance carrier requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to safely operate passenger transportation vehicles.
- Strong communication and customer service skills.
- Ability to remain calm during emergencies.
- Ability to maintain transportation logs and records.
- Demonstrates patience, professionalism, and a service-oriented attitude.

ENVIRONMENTAL ADAPTABILITY

- Works indoors and outdoors in varying weather conditions.
- Exposure to vehicle traffic and transportation environments.
- May be exposed to blood or body fluids while assisting residents.

PHYSICAL REQUIREMENTS

- Regularly required to sit, stand, walk, bend, and reach.
- Frequently required to assist residents with walkers, wheelchairs, and mobility devices.

- Must be able to lift and/or move up to 50 pounds.
- Must be able to push occupied wheelchairs and assist residents safely.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this position description. I understand the responsibilities, requirements, and duties expected of me.

_____	_____	_____
Team Member Signature	Date	

_____	_____	_____
Supervisor Signature	Date	