



## JOB TITLE

Transit Bus Driver

## DEPARTMENT

Baldwin County Transportation  
Department

## POSITION OVERVIEW

The Transit Bus Driver is responsible for operating a transit bus safely and efficiently along designated routes to transport passengers to and from their destinations. This role requires a strong commitment to safety, excellent customer service skills, and the ability to follow schedules while maintaining a professional and courteous attitude.

## KEY RESPONSIBILITIES

- Operate a transit bus in compliance with traffic laws, safety regulations, and company policies.
- Follow assigned routes and schedules while ensuring on-time performance.
- Safely load, secure, and unload passengers, including those with disabilities, using accessibility equipment when needed.
- Provide courteous and helpful assistance to passengers with questions regarding routes, schedules, and fares.
- Monitor passenger activity to ensure a safe and orderly environment on the bus.
- Perform daily pre-trip and post-trip inspections of the vehicle to ensure proper functioning.
- Report any accidents, incidents, or mechanical issues promptly to dispatch or supervisors.
- Maintain accurate records such as ridership counts, fare collections, and inspection logs.
- Adhere to all safety, security, and emergency procedures.
- Represent the transit agency in a professional and respectful manner at all times.

## QUALIFICATIONS

- High school diploma or equivalent required.
- Clean driving record.
- Previous experience in commercial or passenger transportation preferred.
- Strong knowledge of traffic laws, defensive driving techniques, and vehicle operation.
- Excellent communication and interpersonal skills.
- Ability to remain calm and professional in stressful or emergency situations.
- Physical ability to sit for extended periods, assist passengers, and perform bus inspections.
- Flexibility to work various shifts, including evenings, weekends, and holidays.

## WORKING CONDITIONS

- Work performed primarily in a transit bus with exposure to traffic, weather conditions, and varying passenger behaviors.
- Requires extended periods of sitting, as well as occasional bending, reaching, and assisting passengers.
- May require overtime, split shifts, or rotating schedules.

## REPORTS TO

- Transit Operations Supervisor/Dispatch

## **AN EQUAL OPPORTUNITY EMPLOYER**

The Baldwin County is committed to having a workforce that reflects diversity at all levels and is an equal opportunity employer. Therefore, qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, political affiliation or any other characteristic protected under applicable law.

### **How to Apply:**

Qualified persons may apply at

BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE  
1601 North Columbia St, Suite 230  
Milledgeville, GA 31061

Applications may be downloaded from our website, <https://www.baldwincountyga.com/jobs>

and e-mailed to [jobs@baldwincountyga.com](mailto:jobs@baldwincountyga.com) or [tdixon@baldwincountyga.com](mailto:tdixon@baldwincountyga.com).

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED  
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER