



2026 JOB POSTING

Part-time Bus Driver

West Bloomfield Parks and Recreation Commission is filling a part-time Bus Driver role to help support the transportation needs of our community.

JOB SUMMARY: West Bloomfield Parks is seeking a part-time Bus Driver. Drivers operate a 14 passenger (or smaller) bus to transport senior and handicapped residents to and from various recreation programs, trips, medical appointments and errands. The bus driver will assist riders on/off the bus, transport packages, and collect fares.

HOURS: Main working days would be Wednesday and Friday with potential to pick up shifts on Monday, Tuesday, and Thursday. Approximately 16-18 hours per week with shifts during 8am to 5:30pm.

QUALIFICATIONS:

- High School diploma or equivalent preferred
- 1 year of experience working with seniors preferred
- Great interpersonal skills to effectively communicate with all levels of staff and riders in regards to exchanging of information
- Mental ability to handle pressures related to meeting ongoing scheduling requirements

HOURLY RATE: \$17.39-18.39 per hour

START DATE: August 1, 2026 (flexible)

TO APPLY: To be considered for this position, please submit a completed application and resume. See wbparks.org/employment for application timeline and interview dates.

HR Department
West Bloomfield Parks and Recreation Commission
4640 Walnut Lake Road
West Bloomfield, MI 48323
hr@wbparks.org

Applications are available at West Bloomfield Parks or download a copy online at wbparks.org/employment.

Job Description

Job Title: Bus Driver

Department: Recreation

FLSA Status: Non-Exempt

Salary Grade: PT2

Position Description Summary: West Bloomfield Parks is seeking a part-time bus driver. Drivers operate a 14 passenger (or smaller) bus to transport senior and handicapped residents to and from various recreation programs, trips, medical appointments and errands. This position is subject to continuous drug and alcohol screening. Must be 18 or older and have a good driving record.

The position is part time, averaging 16-18 hours per week during day time hours. Occasionally trips are scheduled in the evenings or weekends; other opportunities may be offered for shift coverage or special events.

Working Hours: Main working days would be Wednesday and Friday with potential to pick up shifts on Monday, Tuesday, and Thursday. Approximately 16-18 hours per week with shifts during 8am to 5:30pm.

Essential Function(s) of the Position:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the level and/or class of this position.

- Operates a bus to transport senior and handicapped residents to/from various recreation programs and trips as well as medical appointments and errands.
- Assists riders on/off the bus, transport packages, collect fares, etc.
- Assumes responsibility for routine maintenance of assigned vehicle.
- Maintains accurate vehicle records including odometer reading and fuel consumption.
- Other duties as assigned.

Education/Experience/Licenses/Certificates:

- High School diploma or equivalent preferred
- 1 year of experience working with seniors preferred
- CPR, First Aid, AED
- Valid Michigan Driver's License with a Chauffeur's Endorsement
- Preferred 1-2 years of transportation experience

Knowledge, Skills and Abilities:

- Great interpersonal skills to effectively communicate with all levels of staff and riders in regards to exchanging of information.
- Mental ability to handle pressures related to meeting ongoing scheduling requirements.
- Ability to establish and maintain effective working relationships with site supervisors, co-workers, instructors, program participants, volunteers and general public.

- Must be able to resolve problems and exchange information with peers. Must have the skills to handle problem situations in a tactful, courteous and respectful manner.
- Must be able to follow a map and written instructions.
- Ability to safely work a chair lift.
- Must be professional in appearance.

Equipment, Machinery, Tools and Vehicles Used:

SMART bus, minivan, truck, cleaning supplies, snow shovel/salt.

Physical Demands:

Physical ability to operate a bus, sit for extended periods of time and assist riders on/off the bus. Must be able to sit or stand for periods of time and withstand the outdoors for some periods of time, in all elements. Must be able to lift 50 pounds.

Working Conditions:

Work involves travel to various locations throughout the Township with exposure to adverse weather, traffic hazards and the like. Occasionally trips will be scheduled outside the Township. Must be able to work with the public throughout entire shift. May occasionally be exposed to extreme heat/cold.

Benefits:

This position is ineligible for all benefits, including participation in the 401a.

Reporting Relationships:

A person in this position will work under the Transportation Coordinator II.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management has the right to change this job description at any time.

Employee Signature Date

Executive Director Signature Date

This position description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all duties that may be performed by an employee so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. This document is not intended to be a contract between the employee and employer.