



Friends of Children with Special Needs

華人特殊兒童之友

Position: Class B -Bus Driver

Hours: Full Time / 30+ hours per week

Friends of Children with Special Needs (FCSN) is a nonprofit organization located in central Fremont, CA. The Bus Driver is responsible for operating FCSN buses designed with wheelchair lifts and seats to safely transport passengers with developmental disabilities in a safe, courteous and professional manner. Their duties include route planning for door-to-door services and other trips, assisting clients board the bus, monitoring clients' behaviors, and other assigned duties.

The Bus Driver interacts respectfully with clients and serves as their trusted transportation to and from FCSN. The Bus Driver should be free of any traffic or criminal violations and should have an authoritative, yet calming demeanor and a strong understanding of traffic laws.

Job Duties:

- Conduct efficient route planning
- Provide safe, reliable, and efficient transportation services. Boarding and unboarding of passengers on vehicles (including wheelchair lifting and securing)
- Perform inspections of the bus before and after each route AND document the inspection. Timely report any maintenance issues to immediate supervisor
- Complete all required paperwork (including route sheets, time, mileage & passenger recording, fuel records, vehicle repair requests) and submits to immediate supervisor in a timely manner
- Ensure vehicle is properly fueled according to FCSN procedures
- Obey all traffic laws and comply with FCSN policies. Practice defensive driving at all times and avoid vehicular and industrial accidents by practicing safe driving and work habits.
- Ensure the safety of all passengers. Handle and immediately report any accident or incident and
- Maintain a clean and mechanically sound bus at all times
- Supervise clients' behavior to maintain a safe environment
- Deliver vehicles for regular maintenance and repair appointments
- Prepare for annual CHP inspection
- Attend all assigned training, safety meetings and in-service meetings
- Maintain a cooperative attitude with fellow employees, supervisors, parents and passengers

Minimum Qualifications:

- Class B driver's license AND with 5-year experience of passenger endorsement
- Clean driving record with no at-fault accidents or traffic citations within the last five years.
- 25+ years old.
- Punctuality and reliability
- High school diploma or equivalent.
- Sincere desire to work with individuals with disabilities
- Two or more years of experience working with the disabled preferred
- Knowledge of the local city area
- Possess excellent communication and decision-making skills
- Obtain valid CPR and First Aid Certificate