



# BUS DRIVER Job Posting

**POSTING DATE:** February 19, 2026

**REPORTS TO:** K.Clyma, Sr. Manager Resident Services

The Transportation Department at Rossmoor Walnut Creek has an opening for an experienced bus driver to join our transportation team. This position will also cross-train to assist in transit dispatcher. Respond to requests and schedules OnDemand and Paratransit bus services for residents. Maintains database of ride requests, completed rides, paratransit applications, etc. May assist Bus Foreman with scheduling and other administrative tasks. This is a Full-time (32-40 hrs/wk) Union position with full medical benefits and retirement plan through Local 324 AFL-CIO.

## **Duties and Responsibilities:**

Under general supervision, this position:

- Drives company-owned commercial passenger buses on fixed, Dial-A-Bus, paratransit and special services routes;
- Provides excellent customer service to older and disabled residents at all times;
- Must be able to work early morning, evenings, weekend shifts and holidays;
- Communicates effectively with fellow employees using telephone, cell phone, two-way radio, and computer.
- Maintains required logs and records, conducts pre- and post-trip bus inspections;
- Assists passengers, including loading, securing and unloading of wheelchairs, walkers, and scooters.
- Job related duties as assigned by Supervisor.
- Dispatches for Dial-A-Bus and para-transit requests which includes:
  - Receiving calls from residents and guests, scheduling pick-ups as requested.
  - Answering general questions from residents regarding bus transportation.
  - Maintaining records.
  - Responding to inquiries from residents, guests, others regarding Foundation policies and procedures for bus services. Directing callers to other resources as appropriate or needed.
  - Performs bus office administrative tasks at the direction of the Bus Foreman and/or Sr. Manager of Community Services.

## **Qualifications:**

- Minimum 2 years of experience driving a passenger bus;
- Valid Class B Commercial license with passenger endorsement;
- High School diploma or equivalent;
- Excellent written and verbal communications skills;
- Must be a true team player and have the ability to interact appropriately with senior residents, visitors, guests and other employees.

## **Additional Requirements:**

- Clean and valid California driver license and Class B commercial license, and satisfactory private and commercial driving records are conditions of initial and continued employment.
- Ability to meet the Dept. of Homeland Security requirements confirming identity and right to work in the United States is required.
- Offer is contingent upon satisfactorily passing pre-employment physical, drug test and physical capabilities assessment.
- Must register with Federal DOT Clearinghouse
- Previous employment must be verifiable.
- This is a union position (Laborer's Local 324 AFL-CIO).

**CONTACT:** To apply, please email your resume to: [recruiting@rossmoor.com](mailto:recruiting@rossmoor.com)

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