



211 Smith Street Sheridan, Wyoming 82801 (307) 672-2240

April 12, 2024

Job Opening  
**DRIVER FOR GOOSE CREEK TRANSIT**

Dear Applicant,

The Hub...on Smith is now accepting applications for the position of Driver for Goose Creek Transit to provide excellent service to a growing need in beautiful Sheridan Wyoming.

We are looking for driver(s) who would enjoy working with the public and will drive our wheelchair accessible buses and transport passengers on the fixed route or door-to-door service.

This is a part-time non-exempt position with a starting wage of \$13.50/hr. This position works approximately 24 hours per week.

Attached you will find a complete job description. Please submit your application - including three work-related references, resume and cover letter to [tburt@thehubsheridan.org](mailto:tburt@thehubsheridan.org) or to my attention at 211 Smith Street, Sheridan, WY 82801. Applications will be accepted until the position is filled.

The Hub... on Smith is an equal opportunity provider, an equal employment opportunity and "At Will" employer. Candidates will be notified by phone if an interview is desired.

Thank you for your interest in this position.

Warm Regards,

Taisshia Burt  
Director of Human Resources

SENIOR CITIZENS COUNCIL  
The Hub on Smith  
GOOSE CREEK TRANSIT JOB DESCRIPTION

POSITION: Driver  
LOCATION: 2114 Eastside 2<sup>nd</sup> Street  
Sheridan, WY 82801  
REPORTS TO: Transportation Manager

Essential Job Functions Include:

- Adheres to published fixed route schedules diligently, ensuring punctuality and never departing from bus stops before the scheduled time.
- Prioritizes customer satisfaction by delivering high-quality service.
- Performs daily pre-trip inspections and post-trip assessments for damage and lost items, following provided protocols.
- Monitors vehicle maintenance, refuels as needed, maintains mileage logs, and submits receipts as required.
- Strictly adheres to organizational procedures in the event of an accident and completes any assigned tasks.
- Physically drives large 12 to 14 passenger vehicles in various weather conditions, regularly stooping and bending.
- Capable of driving for at least 60 minutes continuously without a break.
- Possesses strong communication skills and the ability to complete relevant training including Transportation Safety Institute Training, First Aid, Defensive Driving, Drug and Alcohol Training, and Blood Borne Pathogens Training.
- Employment is contingent upon passing a Central Registry and Division of Criminal Investigations background check.

Minimum Qualifications:

- Possesses a high school diploma or its equivalent. Have a valid driver's license and a safe driving record. Experience working with the public, older adults or people with disabilities preferred.

**Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.**

***Senior Citizens Council is an equal employment opportunity employer***