

# Robert Smith

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## Paratransit Bus Driver

### SUMMARY

Paratransit Bus Driver is responsible for Assisting customers in getting to their destinations on time or on schedule, Assisting customers with disabilities to ensure their comfort and safety, Ensuring that passengers can free themselves from restraints and return to their seats if necessary.

### SKILLS

Technical Skills, Driving Skills.

### WORK EXPERIENCE

#### Paratransit Bus Driver

ABC Corporation - July 2011 - October 2013

- Maintained accurate records of all trips; report any discrepancies to management team and customer service representatives.
- Supervised drivers, conducted training on vehicle maintenance, safety issues and driver communication skills as needed.
- Conducted monthly inspections of vehicles and provide upkeep reports on vehicle performance.
- Coordinated with other bus drivers to ensure smooth operations (e.g., route planning, scheduling, drivers's reports).
- Supported, interpreted, implemented, and communicated AC, State, and Federal policies, procedures, laws, rules and regulations for the department.
- Understood and have a working knowledge of Windows environment Intranet and Internet technology.
- Ability to accessed, manipulated, organized and relayed information in meaningful ways using email, word processing, spreadsheets, etc.

#### Paratransit Bus Driver

Delta Corporation - 2006 - 2011

- Safely transport clients to various destinations within Harris County Display excellent customer service Accomplishments During the time period I .
- Transport customers to various locations throughout Maryland Provided safety and excellent customer service skills to .
- Maintain a working knowledge of streets, bus routes, and stops.
- Responsibilities, Safe and efficient operation of transit vehicles while following routes, schedules and all traffic regulations.
- Informing customers about fares, routes schedules and operating rules.
- Assisting customers using wheelchairs in boarding and exiting the vehicle.
- Completing written reports Inspecting the bus or van before and after operation.

### EDUCATION

GED