

CAREER OPPORTUNITY

BUS DRIVER

A Place to Call Home (APTCH) is seeking a reliable, safety-focused Part-Time Bus Driver to provide transportation for individuals and families participating in our housing stability, workforce, and supportive service programs. This role is critical to reducing transportation barriers for people experiencing homelessness or housing instability, helping them access employment, appointments, education, and essential services. The Bus Driver will operate an APTCH vehicle on scheduled routes and as-needed trips, ensuring passengers are transported safely, respectfully, and on time.

This is a **part-time position** with a variable schedule, most commonly including:

- Early mornings: 6:00–9:00 a.m.
- Late afternoons: 4:00–6:00 p.m.
- Sunday–Friday, with no Saturday service

Additional transportation throughout the day may be required with advance notice. Hours will not exceed 20 hours per week.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Operate an APTCH bus on assigned routes and schedules in compliance with traffic laws and DOT passenger regulations
- Ensure the safety of all passengers during loading, unloading, and transit
- Transport program participants to and from work, housing-related appointments, services, and APTCH activities
- Conduct pre- and post-trip vehicle inspections to ensure safe operating condition
- Maintain cleanliness of the bus, including sweeping and cleaning windows
- Remain alert to mechanical or equipment issues and promptly report concerns
- Report traffic hazards, accidents, or other conditions requiring attention
- Maintain order and a respectful environment on the bus in alignment with APTCH policies and trauma-informed practices
- Complete required record keeping and documentation related to trips and vehicle use

MINIMUM TRAINING AND EXPERIENCE

- High school diploma or GED
- Valid Commercial Driver's License (CDL), Class B, with Passenger (P) endorsement
- Driving record with no more than 4 points in the past 12 months

Starting pay rate is \$18 per hour.

You may apply online at: <https://www.governmentjobs.com/careers/spartanburgsc> or complete an internal application at City Administrative Offices, 295 E Main Street, Spartanburg, 29302.

An Equal Opportunity Employer

Date of Notice: February 10, 2026
Closing Date: February 24, 2026



CITY OF SPARTANBURG

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