

POSITION DESCRIPTION

TITLE: Bus Driver / Physical Plant - (Part-time, Contingent)

Collective Bargaining – Ineligible – Contingent

Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

The Bus Driver is responsible for transporting student/faculty/staff to and from campus and extracurricular events, following a scheduled route, while ensuring the safety of all passengers. This is a part-time position with a variable schedule that will include evenings and weekends, and involves independent judgment. This position reports to the Director of the Physical Plant. This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Understands and carries out oral and written instructions and requests clarification when needed.
- Establishes and maintains positive and effective working relationships with co-workers.
- Meets and interacts with the public and courteously addresses any of their questions or concerns.
- The primary function of this position is to operate a commercial bus. Must maintain all bus logs, documentation, and driving standards as required by the Department of Transportation (DOT), Federal/State authorities, and the College.
- Responsible for regularly inspecting all assigned equipment, reporting repairs and/or maintenance requests to the Physical Plant to ensure that the bus is road ready.
- Must maintain the bus in a clean and fueled state of readiness.
- Responsible for checking and monitoring the condition of the tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment of the bus to ensure that everything is in working order.
- Must comply with traffic regulations and operate the bus in a safe and courteous manner.
- Follows safety rules as riders board and exit bus.
- Prepares and submits reports that include the number of passengers, trips, hours worked, mileage, fuel consumption, and/or fares received.
- Performs other duties as may be assigned.

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MINIMUM QUALIFICATIONS:

- Education: High School Diploma or GED equivalent.
- Experience: Must have at least three years driving experience.
- Good knowledge of concepts, practices, and procedures within the transportation industry, including DOT regulations.
- Must possess a current DOT Medical Card, must not be disqualified to drive a commercial motor vehicle as described in CFR 391 and must possess a current CDL A or B license with Passenger and Airbrake Endorsement.
- Must be available during non-traditional working hours.
- Must possess a valid Maryland driver's license and have an excellent driving history.
- Must have or be able to obtain CPR and First Aid Certifications.
- Subject to random substance abuse testing.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.