



JOB DESCRIPTION

JOB TITLE: Bus Driver (Part-time)

REPORTS TO: Vice President for Fiscal Services

CLASSIFICATION: Service/Maintenance

STATUS: Part-time, hourly, non-exempt

JOB OVERVIEW: Responsible for providing transportation for College athletic events. Transport students safely from Destination A to Destination B and return.

DUTIES AND RESPONSIBILITIES:

- Transport students safely to in-state and out-of-state events
- Coordinate with the Fiscal Services Department in receiving driving assignments
- Maintain travel log, coordinating with Fiscal Services Department

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of minor repairs
- Professional people skills
- Must have current Class "B" CDL with Passenger Endorsement
- Must possess an official driving record demonstrating record of safe driving
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/ EXPERIENCE REQUIRED:

- High school diploma or equivalent
- Previous experience operating bus/van
- Mechanical experience or equivalent training, diesel engine experience

SPECIAL REQUIREMENTS:

- Flexible to work day, weekend, or evening hours
- Some overnight travel may be required
- Must be able to sit, bend, stoop, and to lift at least 50 pounds

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ **DATE:** _____