

Job Description

POSITION:	Shuttle Bus Driver (Academic year)
GRADE:	27
DEPARTMENT:	Facilities/Grounds
REPORTS TO:	Grounds Manager/Facilities Director
Hours:	29 Hours per week. Hours are structured to accommodate Sports schedule and other college events.

JOB FUNCTION: Responsible for providing shuttle service between Main Campus & the athletic fields or other destinations.

ESSENTIAL ELEMENTS:

1. Responsible for transporting students from off-site locations to the main campus and main campus back to off-site destinations.
2. Responsible for transporting student athletes from campus to college's athletic complex or other destinations and back for practices and athletic events.
3. Responsible for transporting college clubs and organizations to events requested by such clubs.
4. Knowledge of and adherence to all policies established by the College, the athletic department and the conferences, (MAC, ECAC, NCAA).
5. Compliance with traffic and safety regulations in order to operate vehicles in a safe and courteous manner
6. Starting a shift early or remaining late after shift has ended is required (as assigned) during all 12 months of the calendar year.

NON-ESSENTIAL ELEMENTS:

1. Performs other duties as assigned.

REQUIRED SKILLS, EXPERIENCE AND TRAINING:

A valid CDL, Class B with passenger endorsement is required. Employees must present an Abstract of Driving Record and continuously maintain a record clear of any traffic and moving violations. Random physicals and drug testing is required in accordance with DOT regulations. The ability to sit for long periods of time, bend, stretch, stoop, reach, climb, walk, and lift 60-75 lbs. on a regular basis. Previous driving experience is required.