

POSITION DESCRIPTION

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| Position Title: Bus Driver | Number: 0063.FO | FTE: .50 |
| Classification: Classified, non-exempt | Report To: Vice President of Finance and Operations | Date: 04/26 |

General Description and Purpose

Responsible for transporting students, staff and visitors to off-campus locations, for student activities and other events, following strict schedules and safety regulations. Must maintain the vehicle for cleanliness, perform safety inspections, and provide polite, professional service to a diverse community.

Primary Functions/Responsibilities

1. Drive PCC buses as needed. Some overnight travel is required.
2. Report all damage of college property.
3. Serve the College and its customers in a professional and congenial manner.

Coordination and Accountability Tasks

Perform other duties as assigned by the Vice President of Finance and Operations.

Supervises the Following Staff

None

Required Knowledge, Skills, Abilities, and other Characteristics

1. Valid driver's license with CDL, passenger and air brake endorsements requiring seating of seating of 10 or more people
2. Clean driving record.
3. 25 years of age.
4. Punctual and dependable.
5. Ability to communicate with other employees and students.
6. Performing pre-trip and post-trip vehicle safety inspections.
7. Transporting passengers safely to and from destinations.
8. Reporting of logs, mileage reports, and incident/accident reports.
9. Must be able to follow a designated route and maintain strict time schedules.
10. Drive bus safely in various weather and traffic conditions.
11. Able to read and understand instructions.

Experience

Experience in driving a bus or other vehicle that requires a CDL

Education

High school diploma or equivalent preferred.

Certifications and/or Licensure

1. CDL requiring a Passenger (P) and school Bus endorsement.
2. First Aid/CPR Certification

Work Conditions/Environment

1. Work weekends and nights with overnight travel
2. Prolonged sitting while driving

Other

Position requires evening and weekend work.

Acknowledgement of Receipt and Agreement

By signing below, I acknowledge that I have received and reviewed a copy of this position description. In addition, I agree to strive to effectively perform and comply with the job duties and responsibilities outlined in this description.

Employee Name (Printed)

Date

Employee Signature