JOB DESCRIPTION

TITLE

Bus Driver

JOB SUMMARY

Operates university vehicles to provide safe and timely transportation for students, faculty, staff and other authorized passengers from campus to and from approved destinations, including remote parking lots. Communicates details of the trip with the chaperone such as verifying pick-up and drop-off locations, departure times, lodging/dining arrangements and possible changes. Responsible for ensuring pre and post-trip inspection of as well as correcting deficiencies as able. Must maintain all fluid levels, to include fueling, as well as ensuring all systems operations before departures. Must ensure that the vehicle is clean and all loads are secured properly in order to maintain safety at all times. Work is performed under general supervision. Work is reviewed for overall results obtained and evaluated by a merit based program within the University Staff Performance Evaluation System.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Coordinator, Fleet Services

Supervises: None

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides courteous client service and responds clearly, promptly and politely to guest questions, concerns or requests.
- Provides clients with assistance loading or unloading by offering advice on arrangement and opening and/or closing doors.
- Provides shuttle service for TWU students, staff and faculty in a safe and timely manner to and from designated parking lot to the designated drop off location on the Denton Campus.
- Keeps shuttle schedule running in a timely manner and as permissible, given any traffic issues.
- Tracks and reports detailed daily ridership of shuttle and time worked to immediate supervisor per methodology employed by FMC Fleet Services.
• Reports deficiencies that cannot be performed at the operator level immediately to FMC Fleet Services so the vehicle can be removed from service and diagnostics run and/or necessary repairs made.
• Notifies Fleet Service office of any incidents, accidents, mechanical concerns while or after operating vehicle.
• Manages emergency assistance coordination while in route or at destination and communicates information to passengers and FMC Fleet Services accordingly.
• Responsible for the ensuring daily upkeep, cleaning and appearance of vehicle and for reporting any major problems to the FMC Fleet Services shop personnel at the end of each shift.
• Makes recommendations for professional cleaning or repair of interior, as needed, in daily inspection log.
• Ensures vehicle is properly fueled at both beginning and end of shift or trip, recording all mileage and trip expenditures and/or travel documentation and receipts as required.

ADDITIONAL DUTIES

• Reports any issue or conflict encountered with or by University staff, chaperones, passengers or trip coordinators to Coordinator, Fleet Services, before, during or after shift or trip.
• Transports, cleans and details other fleet vehicles as time allows.
• Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Two years minimum driving experience and Commercial Driver's License (CDL). Must either possess or be able to attain passenger endorsement for CDL within one month of employment.

REQUIREMENT

Must possess current Class B license or higher CDL with passenger and air brake restriction removed and a safe driving record and be able to attain Driver's Authorization through Texas Woman's University upon employment. (Class B endorsement and air brake restriction removal must be attainable in first two weeks of employment.) Must submit and pass all required DOT pre-employment, random, reasonable suspicion and post-accident drug and alcohol screens.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.
KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Excellent communication skills and ability to provide courteous service for students, faculty and staff at all times.
- Ability to pass random DOT alcohol and drug screenings.
- Ability to learn quickly and navigate throughout local area as necessary to safely transport passengers in as timely a manner as possible, given current traffic conditions.
- Must be able to repetitively open and close bus and van doors, including those for luggage or cargo, on a regular basis.
- Must be able to read, write and follow all State of Texas driving and TWU Policies and safety procedures when operating vehicles.
- Must have knowledge of and be able to follow all current traffic laws, ordinances, etc. that pertain to driving within the City of Denton and other destinations, as needed.
- Ability to read a map and traverse using both paper and electronic navigation tools.
- Ability to operate essential equipment that is necessary to perform the functions of this job.
- Ability to coordinate work with other employees and comprehend direct instruction from supervision as assigned.
- Ability to organize work effectively and exercise independent judgment based on an understanding of traffic laws and conditions as well as organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to respond to emergency and on-call situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee may be required to travel. Must be able to ascend and descend stairs. Must be able to lift 50 pounds or greater. Must be able to work on-call and weekends.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Exposure to weather and driving hazards. The noise level in the work environment is moderate to loud.
SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: ________________________  Date: ______________

Employee Printed Name: ______________________

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.