



JOB DESCRIPTION

TITLE

Mobile Go Center/Bus Driver

JOB SUMMARY

Responsible for driving the Mobile Go Center in the North Texas area, set and operation of the related equipment, computer laptops, and assisting with transporting collegiate G-Force students to and from Go Centers. Performs duties in the safe operation of a motor vehicle and the transportation of individuals, as well as skilled work in the mechanical maintenance and repair of automobiles, trucks and related equipment. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Director of Diversity, Inclusion, and Outreach

Supervises: No supervisory responsibilities

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

- Drives the Mobile Go Center, a 42 Gooseneck Magnum/Wells Cargo trailer, weight of 15,000 pounds, to various events and activities to promote college education.
- Responsible for driving, set-up, breakdown operation of Mobile Go Center and truck or van.
- Responsible for setting up and operation of related equipment, including but not limited to laptops, satellite, internet access, printer, signage, etc.
- Hooks up the trailer to the truck and inspects hitch connection prior to travel.
- Upon arrival and before use by visitors, disconnects truck and secures, and levels trailer; connects electrical outlets, sets up generator; unpacks and sets up tables, establishes satellite link, and computer equipment for use ; after events, shuts down and repacks equipment and prepares equipment for storage during travel.
- Plans destination and return routes, confirms set-up location and arrival.

- Inspects the truck/van and trailer for safety equipment and physical condition before traveling.
- Serves as a representative of Texas Woman's University at various community event/activities.
- Maintains vehicle and trailer maintenance and repair logs and schedules maintenance and repairs with minimal downtime for the Mobile Go Center.
- Maintains communication with Facilities Management regarding maintenance of university vehicles, MGC and MGC Truck.
- Obeys all city, state, and federal driving regulations.
- Maintains the general cleanliness of the vehicles, which may include TWU MGC, MGC Truck, and DIO Golf Cart.
- Ensure golf cart is secure and stored in appropriate area when not in use by staff during office hours.
- Drives university buses, trucks, vans and cars as required for performance of assigned tasks.
- Operates mechanical or hydraulic controls in the operation of the vehicle.
- Checks and maintains all fluid levels of vehicle.
- Assists with vehicle and driver safety training.
- Encourages the proper conduct of passengers to ensure safety.
- Removes and repairs units such as engines, transmissions, or differentials using wrenches and hoists.
- Disassembles units and inspects parts for wear.
- Rebuilds parts, such as crankshafts and cylinder blocks, using lathes, shapers, drill presses, and welding equipment.
- Relines and adjusts brakes and replaces shock absorbers.
- Rewires ignition systems, lights, and instrument panel.
- Secures bids on specialized shop work such as body repairing, painting, and upholstering.
- Observes prescribed work and safety rules.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

One to two year commercial driving experience is required and shall have no more than one moving violation in a three-year period on the driver's motor vehicle report. Two years automotive mechanic experience preferred. Job-related vocational training or other education may substitute on a year-for-year basis for the required experience.

REQUIREMENT

Requires Class A-CDL Driver's License.

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:

- Ability to follow driving directions and towing practices and procedures.
- Ability to maintain accurate travel and vehicle maintenance and repair logs.
- Ability to read maps, estimate trip times.
- Ability to maintain a varying work schedule, including some evenings and weekends.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of 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 use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, around mechanical, electrical, explosive, fume/odor, May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

*Mobile Go Center Bus Driver
Date Issued: 06/18
FLSA: Non-Exempt
PTO: COVS*

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