

Seward County Community College is a two-year institution offering 45 programs of study, including Adult Basic Education, certificate programs and Associate of Arts, Science, General Studies, and Applied Sciences degrees. Ranked in the top 5% of more than 1,100 accredited community colleges in the U.S. by the Aspen Institute, SCCC serves a student body of 2,500+ students ranging in age from 15 to 85, in a county with the highest foreign-born percentage population in the U.S., and a rural service area of about 50,997 in seven Southwest Kansas counties as well as neighboring counties in southeastern Colorado, the Oklahoma and Texas Panhandles.

Responsibilities

Bus driver has the responsibility for ensuring the health, safety and welfare of students, staff and volunteers during bus transportation to and from activities and events. Role of the driver is to maintain the bus cleanliness, proper working condition at all times; determine and follow safe and efficient bus routes; maintain transportation records and logs; and a good working relationship with all departments.

Qualifications

A high school education or GED.

A minimum of one-year bus driving experience. Possess a commercial driver's license (CDL), Class A or Class B with passenger endorsement and a current Medical Examiners Certificate (physical card). Good driving record and pass a background check and an alcohol and drug test.

Essential Duties

- Drives the bus for the purpose of transporting passengers over scheduled routes to and from activities and events in a safe and timely manner.
- Completes a comprehensive inspection of the bus before each trip, reporting any conditions to the director, or delegated staff.
- Ensures that the communication device is in proper working order before each trip (cell phone).
- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety and monitors passengers during transit to ensure safe transportation.
- Assists students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.
- Helps to clean buses, both interior and exterior, for the purpose of insuring safety, appearance, and sanitation of vehicle.
- Help with the completion of routine maintenance of bus (e.g. oil change); transporting the bus to and from maintenance and/or repair facilities.
- Other duties as assigned.

For full job description click https://sccc.edu/c/document_library/get_file?uuid=2523e603-42ef-4471-9fc7-67b7f11ca6c8&groupId=726540

Salary/Benefits

Competitive salary. Partial SCCC tuition reimbursement for employee and dependents; and participation in social security (FICA).

Salary Range: Salary commensurate with education and experience.

Position Status: Full-Time

Application Deadline: Open Until Filled

Estimated Start Date: ASAP

- Successful applicant will be required to pass a criminal background check prior to employment.
- Separate application required for additional or future openings.

Applications may be emailed to jobs@sccc.edu, faxed to 620-417-1124 or mailed. Direct inquiries to Human Resources at 620-417-1123.

How to Apply

To be considered, all of the following materials must be submitted to the address below:

1. Completed and signed Seward County Community College application. For the employment application click [HERE](#)
2. Job-related resume including contact information for three professional references.
3. Copies of relevant certifications.

If any of the required materials are not submitted with your application packet, your application will be deemed incomplete and will not be forwarded to the committee for screening. Please notify Human Resources if you require any special accommodation(s) in meeting these requirements.

Mailing Address:

Human Resources Office
Bus Driver
Seward County Community College
PO Box 1137
Liberal KS 67901-1137

More information about Seward County Community College can be found at www.sccc.edu and [SCCC Facts](#)

Selection Process

The search committee will conduct all minimum qualification appraisals as set forth on the position announcement and job description and reserve the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually conducted on campus by the search committee. Additional interviews and/or teaching demonstrations may be required.

[Clery Act Campus Safety and Security Report](#)

All qualified applicants are encouraged to apply.

Equal Opportunity Employer

Drug Free Campus

[FMLA English](#)

[FMLA Spanish](#)