

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Maintenance II/Bus Driver**

Data Year: 2017

Prepared On: 11/14/2017

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Department:	Facilities	Grade:	8
Reports To:	Dir Bldgs, Grounds & Security	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	R Scheib	Effective Date:	01/06/2014
		Revised Date:	01/06/2014

**Role:**

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.

During off driving times the position will assist in maintaining service and repairs of buildings and grounds and assist in maintaining cleanliness of buildings.

**Essential Functions & Responsibilities:**

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|---|----|--|
| N | 0% | 1. Drives the bus for the purpose of transporting passengers over scheduled routes to and from activities and events in a safe and timely manner.  |
| N | 0% | 2. Completes a comprehensive inspection of the bus before each trip, reporting any conditions to the director, or delegated staff.   |
| N | 0% | 3. Ensures that the communication device is in proper working order before each trip (cell phone).   |
| N | 0% | 4. 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.  |
| N | 0% | 5. Assists students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.  |
| N | 0% | 6. Cleans buses, both interior and exterior, for the purpose of insuring safety, appearance, and sanitation of vehicle.  |
| N | 0% | 7. Arranges for and ensures completion of routine maintenance of bus (e.g. oil change); transporting the bus to and from maintenance and/or repair facilities.   |
| N | 0% | 8. During available times the position will: assist with dorm maintenance and cleaning during summer break; painting, repairing towel rods, furniture, maintaining check list of items to be repaired; waxing floors; assist landscape maintaining grounds e.g. mowing, weed eating, weeding flower beds, and additional landscape duties. |
| N | 0% | 9. Other duties as assigned.   |

**Performance Measurements:**

1. To maintain driver time sheets.

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2. To maintain bus log book.
3. To maintain bus maintenance and records.
4. To transport passengers safely to and from destinations.
5. To assist other maintenance employees as directed and needed.
6. To maintain a valid driver's license and medical examiners health certificate.
7. To work a minimum of 40 hours per week as assigned by the supervisor.

**Knowledge and Skills:**

Experience	A minimum of one year bus driving experience. Possess a commercial driver's license (CDL), Class A 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.
Education	A high school education or GED. Must possess a valid Driver's License.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	Effective oral and written communication skills. Knowledge of traffic and highway safety rules and regulations and of the precautions necessary to avoid accidents. Ability to operate a bus in a safe and economical manner; to understand and carry out instructions and perform work requiring good physical condition; to relate to students and college personnel; and to complete various forms and reports, including updated route sheets, driver time sheets, and incident and accident reports.
Physical Requirements	Physical requirements during an 8-hour work day, bus driving will include: Sitting for a period of 4 hours at one time with total of 8 hours plus for extended trips. Standing for a period of 1 hour at one time with total of 2 hours for extended trips. Walking for a period of 1 hour at one time with total of 2 hours for extended trips. Lifting up to 100 lbs occasionally (1-33%) Carrying up to 100 lbs occasionally (1-33%) Repetitive Action: use of right and left hand for simple grasping, pushing & pulling, and fine manipulation. Using both right and left feet for repetitive movements as in operational functions. Bending, squatting, crawling, climbing, and reaching above shoulder level occasionally (1-33%) Individual will have contact with moving machinery, exposure to marked changes in

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temperature, and exposure to dust, fumes, and gases.

Driving of automotive equipments.

Work Environment    Bus driving may extend past an eight hour period depending on the destination and will include some weekends.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature