



Adrian College

Position Title:	Bus Driver
Purpose of Position:	Operate a bus (up to 44 passengers) during local and long distance trips
Classification:	Plant Department – Bus Driver
Education:	High School Diploma
Supervision Received:	General direction; reports to Facilities Director
Certifications:	Commercial Driver’s License with Class C Endorsement
Work Schedule:	Part-time; academic year (August through April); variable hours; evening, weekend, and some overnight work is required.
Rate of Pay:	\$13.00/hour
FLSA Classification:	Non-Exempt

Example of Duties:

- Operate a multi-passenger bus (29, 33, and 44-person) to transport students, administrators, and faculty to and from athletic events and other special engagements
- Perform general cleaning duties to ensure sanitary and comfortable environment on the interior of the bus
- Maintain accurate driving log
- Determine and follow safe and efficient bus routes
- Follow safe bus loading and unloading procedures
- Operate bus in such a way that road conditions and safety regulations are always followed
- Perform standard maintenance checks to ensure safety of bus prior to operation
- Perform other duties as assigned

Minimum requirements:

- High school diploma
- Valid commercial driver’s license with a Class C Endorsement
- 1-3 years of experience operating a multi-passenger bus
- Ability to safely operate a multi-passenger bus in changing weather conditions
- Must be able to climb stairs, sit for long periods of time, lift, bend, stoop, stand, and use arms and hands; must be able to travel, enter and exit a vehicle without assistance and withstand exposure to adverse weather conditions

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:

Knowledge of Adrian College policies and procedures is preferred. The successful candidate will possess the ability to communicate effectively; the ability to work well under pressure and maintain a positive attitude when last minute changes occur. The successful candidate will also be self-motivated, reliable, able to work independently, and will possess strong interpersonal skills to work with staff, students, co-workers and administrators.

Adrian College is an Equal Employment Opportunity Employer and women and minorities are encouraged to apply. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

Interested individuals should submit a cover letter and resume to the Facilities Director, Chris Stiver at cstiver@adrian.edu.