Plant, Bus Driver Position

Plant Department – Bus Driver

**Purpose of Position:** Ensures the health, safety, and well-being of students, faculty, and staff by safely operating a bus (up to 44 passengers) during local and long distance trips.

**Classification:** Plant Department – Bus Driver

**Education:** High School Graduate

**Supervision Received:** General direction; reports to Facilities Director

**Certifications:** Commercial Driver’s License with Class C endorsement

**Work Schedule:** Part-time; during academic year (August through April); varied work 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 other duties as assigned.

**Minimum requirements:**
High school diploma and a commercial driver’s license with a Class C endorsement; one to three years’ experience operating a multi-passenger bus; ability to safely operate a multi-passenger bus in changing weather conditions; to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required.

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.

**Desired Qualifications:**
Knowledge of general college policies and procedures. Ability to communicate effectively; ability to work well under pressure and maintain a positive attitude when last minute changes occur.

Self-motivated, reliable, able to work independently, flexible and able to adapt to changes, strong interpersonal skills and ability to get along with staff, students, co-workers & administrators.

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

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