

# CLOUD COUNTY COMMUNITY COLLEGE

## Support Staff Job Description

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**Position Title:** Bus Driver

**Reports To:** Director of Community and Alumni Relations

**Employment Classification:** Part-time, non-exempt, support staff.

**Length of Contract:** Less than 1000 Hours

**Date of Position Description:** July 2021

The administration retains the right to change duties at any time.

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### GENERAL NARRATIVE DESCRIPTION OF THE POSITION:

The Part-Time Bus Driver will be responsible for the safe transportation of the passengers. The person employed in this position must possess a valid CDL driver's license with required endorsements (passenger and air brakes), complete behind the wheel training, have excellent driving record, be able to pass drug testing, and meet all state requirements for Bus Drivers. High school diploma or its equivalent preferred. Prior bus driver experience is preferred.

### RESPONSIBILITIES:

Essential functions of this position include, but are not limited to, the demonstrated ability and willingness to:

- ❖ Safely drive college bus obeying all traffic laws;
- ❖ Keep assigned bus clean (wash and clean bus thoroughly after each trip);
- ❖ Perform pre-trip bus inspection;
- ❖ Assist in loading and unloading of bus;
- ❖ Maintain safety of passengers following college policies
- ❖ Work evenings and weekends as scheduled (occasional overtime may be required); and
- ❖ Perform assigned tasks and responsibilities with limited supervision;

The Bus Driver shall perform the following specific job functions:

- ❖ Have a good knowledge of all traffic laws;
- ❖ Properly notify supervisor in case of mechanical failure or lateness;
- ❖ Keep to assigned schedule
- ❖ Transport only authorized individuals
- ❖ Report all accidents and complete required reports;
- ❖ Work with diverse populations;
- ❖ Interact cordially with coworkers to accomplish common tasks; and
- ❖ Perform other duties as assigned.

**NOTE:** Employment in this position may be contingent upon the results of a background check.