Saint Michael's College
Job Description

Job Title: Bus Driver/Physical Services

Department: Facilities

Supervisor or Manager: Associate Director of Physical Services and Transportation

Date Created: 1/17/2012          Last Revised: 1/17/2012          FLSA Status: NE

Approved by (print name): ________________________  Signature: __________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position

Bus driver:
- Provides bus transportation services for College employees, students, and visitors including special events and park-and-ride operations, ensuring transportation system and passenger safety.
- Monitors equipment and performs limited preventative maintenance.
- Provides information and public awareness assistance.
- Keeps shuttle clean.

Physical Services/Events:
- Transports furniture, office equipment, and related items within the college campus and off campus as needed.
- Operates vehicles and mechanical equipment as required to facilitate loading, unloading, and transport of materials.
- Performs routine grounds maintenance that may include watering, raking, mowing, weeding, planting, and trash/litter removal.
- Sets up furniture and related items for classroom and special events use as instructed.

Essential Duties and Responsibilities:

Bus Driver:
- Drives a college-owned bus, providing safe and efficient transportation to the college community and its visitors
- Performs routine vehicle inspection and maintenance including checking the oil, fuel, brakes, lights, windshield wipers, and water/tire pressures
- Provides information and other general assistance to the College community and its visitors
- Maintains records of work performed, makes timely reports of accidents, incidents, and unusual occurrences
- Performs miscellaneous job-related duties as assigned

Utility Worker:
- Loads and unloads furniture and related materials on and off trucks, ensuring that appropriate padding and ropes are used to prevent damage.
- Locates/relocates desks, chairs, tables, bookcases, and other related office equipment and furniture.
- Locates and relocates beds, desks, desks chairs, bureaus, dining tables/chairs, couches, refrigerators, electric stoves, and other related dorm room equipment and furniture.
- Assists with the set-up of tables, chairs, risers, floor mats, podiums, flags, trash barrels, bleachers, and other related equipment and furniture required to complete special events
- Irrigates, mows, rakes, trims, fertilizes, and plants lawns
- Weeds flower beds, around shrubs and trees, and as directed
- Assists with the removal and disposal of trash and debris on College grounds
- Removes snow/ice using power snow blowers, chemical ice melters, truck mounted plows, shovels and/or ice scrapers
- Assists in the installation and removal of window mounted air conditioners
- Performs miscellaneous job-related duties as assigned
• May be required to work a flexible break schedule

**Secondary Responsibilities:**

**Bus Driver:**
• Assists with training of new staff
• Wash and wax the bus, clean interior, touch up painting on bus.
• Clean bus stop, posts bus schedules

**Utility Worker:**
• Assists with the cleaning, repairing, refinishing, and painting/staining of park benches, picnic tables, special event tables, and other related equipment and furniture as assigned
• Assist with the collection, removal, and disposal of computer equipment, video equipment, recyclable metals, and other related equipment as assigned.
• Assist with the removal of carpet and other related used or discarded building materials as needed.
• Assist with the capture, removal, and relocation of wild animals throughout building.

**Positions Supervised:**
• None

**Position’s Major Contacts:**

**Bus Driver:**
• Students
• Faculty/staff
• Security
• Occasional visitor

**Utility Worker:**
• Skill trades departments
• Faculty and staff members
• Special events department
• Shipping and receiving department
• Students
• Security department

**Demonstrates Excellence in this Position:**

**Bus Driver:**
• Ability to communicate effectively, both orally and in writing.
• Ability to deal tactfully and patiently with passengers.
• Ability to understand and follow safety procedures.
• Ability to enforce basic passenger safety.
• Excellent driving record in all types of weather.
• Ability to safely and efficiently operate a loaded passenger bus.
• Knowledge of basic vehicle inspection and preventive maintenance.
• Records maintenance skills
• Be reliable and flexible

**Utility Worker:**
• Ability to interact with students, faculty and/or staff in a team environment.
• Ability to foster a cooperative work environment.
• Ability to understand and follow specific instructions and procedures.
• Strong interpersonal skills, flexibility, and customer service orientation.
• Effective communication and basic instructional skills.
Education and Work Experience Required:
• High school diploma or equivalent.
• Prior shuttle driving experience.
• Minimum of 3 years of experience.
• CDL required

Analytic Skills Required:
• Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures

Language and Literacy Skills Required:
• Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

Computer/Technology Skills Required:

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Licenses, Certifications and Other Requirements:
• Commercial Driver’s License with passenger endorsement
• Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy

Physical Demands:
Work is often performed in a typical non-office environment requiring:
• Standing and/or walking for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Basic agility for lifting and maneuvering large amounts of weight
• Communication skills using the written and/or spoken word
• Vision sufficient to see objects within normal parameters, peripherally and at a distance
• A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
• Some degree of exposure to physical risk

While performing the duties of Bus Driver, the employee required to lift and/or move 26-50 pounds. While performing the duties of Utility Worker, the employee is required to lift and/or move 51-100 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
• Ability to pass bi-annual physical examination required for Commercial Driver’s License
• Must submit to mandatory, random drug/alcohol testing at either pre-employment, where there’s “reasonable suspicion”, or post-accident investigation
 Availability to attend basic, College-sponsored training annually in Driver Safety, Hazardous Communications, Lock Out/Tag Out, Ergonomics, Personal Protective Equipment, Blood Borne Pathogens
• Capacity to work a flexible break schedule, cover other shifts and work OT as required
• Good interactive skills with riders

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.