Bus Driver (Full-time)

<table>
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<tr>
<th>Department: College Security</th>
<th>Approved Date: 6/21/2018</th>
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<tbody>
<tr>
<td>Reports To: Security Lead Supervisor</td>
<td>Team: Learning Support</td>
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<tr>
<td>FLSA Status: Exempt☐ Non-Exempt☒</td>
<td>Part-time ☐ Full-time ☒</td>
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<td>Compensation: $23.00 per hour</td>
<td>Employee Group: Support Staff</td>
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<tr>
<td>Contract or Grant Funded: Yes☐ No☒</td>
<td>Pre-Hire Drug test: Yes☒ No☐</td>
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<td>Fingerprinting required: Yes☒ No☐</td>
<td>Essential Personnel: Yes☐ No☒</td>
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Anticipated work hours:

☐ 8:30-4:30 Monday to Friday ☒ Evenings ☒ Weekends ☒ Varied
☒ Other: ___: to___ ___ to ____ ☒ On call

Position Summary:

Drive College buses and vans to and from various locations in support of various athletic events and College sponsored field trips. Perform prescribed pre-trip and post-trip vehicle and safety vehicle inspections and submit all required trip forms. Provide professional defensive driving for a safe, comfortable trip for College community students and employees.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Possess and maintain a valid Commercial Driver’s License with a “P” endorsement.
2. Possess and maintain a valid Department of Transportation Medical Examiner’s Certificate.
3. Maintain an acceptable driving record including no more than two (2) points and no alcohol or drug related convictions.
4. Complete all required driving forms including the driver’s statement of on-duty hours each day that they will be driving, and turn the completed sheet into the Security Office.
5. Complete travel requests forms (TARF) and travel expense forms (TERF) for each trip.
6. Complete pre-trip and post-trip inspections of the vehicle for safety and mechanical road worthiness, alerting the College Security Office of any deficiencies or broken or missing safety equipment components.
7. Successfully pass a Department of Transportation (DOT) physical examination at least every 24 months.
8. Disclose within 72 hours any motor vehicle moving violations or arrest in any state (other than parking violations) and provide a copy of all charging documents within 14 days of the offense to the Security Lead Supervisor.
9. Maintain a driving record that meets minimum Federal and State requirements.
10. Provide to the College and carry a copy of your valid Medical Examiners Certificate at all times while driving for the College.
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11. Participate in the College drug screening program as a condition of employment.
12. Complete all required training as required by the College.
14. Report any vehicle maintenance or safety issues or distracting passenger behavior to the Security Lead Supervisor immediately upon trip return.
15. Notify the Security Lead Supervisor of any medications/prescriptions being taken permanently or temporarily that could impair or impact the ability to safely operate the College bus.
16. Notify the Security Office or designated College contact immediately in the case of vehicle breakdown, accident or personal injury of vehicle occupants.
17. Successfully pass random drug and alcohol tests as required by State and Federal requirements
18. Execute other duties as assigned when not driving

Minimum Qualifications:

1. High School Diploma
2. 21 years of age
3. Valid Commercial Driver’s License with Passenger Endorsement or a valid Learners Permit
   Commercial Driver’s License with a “P” endorsement with the ability to obtain and maintain a valid Commercial Driver’s License with “P” endorsement within 45 days of employment
4. Possess and maintain a valid DOT Medical Examiners Certificate as stated in COMAR
5. Successfully pass initial drug and alcohol test

Desired Qualifications:

1. Possess no more than two (2) current points on a driving record and maintain a satisfactory driving record, as determined by the Director of Safety and Emergency Preparedness.
2. Five (5) years of driving experience
3. Ability to use varying styles and approaches that reflect an understanding and acceptance of the role of culture in a diverse, multicultural workplace

Note: The College reserves the right to change or reassign job duties, or combine positions at any time