

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Part-Time Bus Driver	FLSA status:	Non-Exempt
-------------------	----------------------	---------------------	------------

DEPARTMENT:	Fiscal Services	REPORTS TO:	Vice President of Fiscal Services
--------------------	-----------------	--------------------	-----------------------------------

Position summary: Under in-direct supervision, this position is responsible for transporting passengers over specified distant points according to a set time schedule. Duties involve the ability to operate the assigned vehicle in a safe, reliable, and professional manner while being courteous, patient, and helpful to all passengers.

Position responsibilities:

- Operate bus and all related equipment in a safe and efficient manner obeying all traffic laws and in accordance with established policies and procedures.
- Safely transport passengers to and from events.
- Perform pre/post trip vehicle inspections.
- Perform minor maintenance and cleaning tasks to ensure safe and efficient operations.
- Assist students and employees in the loading and unloading process.

Minimum Position Requirements:

- Current Texas Commercial Driver's License (CDL) license with passenger and air-brake endorsement.
- At least 1 year experience directly related to the duties and responsibilities specified.
- Clean driving record.
- At least 21 years of age.
- Be subject to a background check, drug screen and physical.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Ability to follow specific directions and drive safely in all weather conditions, both day and night.
- Must be flexible and enjoy working with people.

Physical Demands and Work Environment:

- Work is performed both indoors and outdoors.
- Perform vehicle operations at varying hours of day and night.
- Considerable physical effort of hands and arms required; the employee must occasionally lift and/or move objects with considerable weight.
- Ability to climb in and out of the bus.
- Driver is exposed to usual road hazards including accidents, vehicle exhaust fumes, loud noises, and adverse weather and climatic conditions.