

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: BUS DRIVER

Reports To: Designated Supervisor

UW Job Code: 7267

UW Job Family: 72 - Service/Maintenance/Support

SOC Code: 53-3051

FLSA: Non-exempt

Pay Grade: 16

Date: 8-1-00 (revised 6-7-02; 7-1-02; 7-2-02; 9-11-03; 7-1-04; 7-1-06; 7-1-08; 1-1-13)

JOB PURPOSE:

Drive a bus or van on regularly scheduled or special assignment runs; assist with data entry of parking tickets.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drive bus and van as scheduled.
- Perform routine safety checks; provide minor maintenance, cleanup and proper care of bus or van.
- Comply with safety rules and regulations concerning traffic, weather conditions and general passenger care.
- Assist in loading and unloading passengers on bus or van.
- Responsible for fare box and collection of bus fares.
- Maintain daily log of riders and fares collected.
- As directed, assist with areas in parking and collection such as computer data entry of parking tickets.

SUPPLEMENTAL FUNCTIONS:

- May serve as backup for charter bus driver when needed.

COMPETENCIES:

- Attention to Detail
- Consistency
- Independence
- Safety Awareness
- Service Orientation
- Conflict Management

MINIMUM QUALIFICATIONS:

Education: **High School Diploma or GED**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements:

- **Valid driver's license is necessary with no moving violations.**
- **CDL-C required within three weeks after hire date.**
- **Must pass Department of Transportation drug and physical testing. Within six months following employment, must become certified in PASS (Passenger Assistance Safety and Service), 8-hour Defensive Driving Course, First Aid Certification, and CPR certification.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Applicable local and state laws governing the operation of passenger motor vehicles.
- Basic vehicle inspection and maintenance including tire pressure, checking oil and water levels.
- Basic safety practices related to driving.
- Principles of good customer service.
- Principles and procedures of record keeping.
- Basic operational characteristics of school transportation vehicles.
- Policies and procedures governing the reporting of vehicle accidents and incidents.

Skills and Abilities to:

- Operate a bus or van in a safe and legal manner.
- Use basic mechanic aptitude to identify vehicle problems and perform minor maintenance.
- Communicate effectively, both orally and in writing.
- Maintain accurate and complete records.
- Understand and follow safety procedures.
- Read a street map and physically locate landmarks.
- Read transit schedules and timetables.
- Understand and carry out oral and written instructions, including departmental Standard Operating Procedures.
- Recognize hazardous driving conditions quickly and accurately and adopt effective courses of action.
- Perform assigned duties with minimal supervision.
- Assist students entering and exiting a bus.
- Make mathematical calculations quickly and accurately.
- Perform clerical work such as filing, duplication, typing and maintaining simple records.

WORKING CONDITIONS:

Standard auto garage and multi-passenger vehicle environment(s); regularly exposed to confined spaces, adverse weather conditions, fumes and noise.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.