



CMU Athletics Bus Drivers

CMU Athletics is establishing a pool of qualified bus drivers to work on a part-time, as-needed basis.

The CMU Athletics bus driver reports to the CMU Bus Drivers Supervisor and is responsible for the safe operation of CMU Athletics' busses. The Athletics Bus Driver is required to have and maintain, as a minimum, a clean (free of accidents, moving violations or points for past two years) Class B Commercial Driver's License with a passenger bus endorsement (CDL-P) and at least three years of professional driving experience. At least one year experience as a passenger bus driver is preferred. The incumbent must have proficient knowledge of highway and bus regulations, record keeping, and equipment cleaning standards and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

- Operate a 37, 49 and 56 passenger athletics' bus in a safe and efficient way according to all relevant laws, policies, and procedures
- Install tire chains, when weather conditions require
- Perform regular safety and maintenance checks and report any maintenance or safety issues to supervisor or his designee
- Clean the bus as necessary
- Ensure that the bus is safely and securely parked and/or stored
- Maintain required paperwork, such as CMU timesheets, log books, maintenance requests, and other required documentation
- Cooperate with coaching staff, and ensure that passengers are aware of conduct expectations
- Represent Colorado Mesa University in a professional manner

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required.

The incumbent must demonstrate:

- Ability to operate bus in a safe and responsible manner
- Ability to use GPS
- Client service and public interaction skills
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communication skills
- Ability to read and write to record daily activity
- Stress management skills
- Time management skills
- Mathematical skills needed to perform basic math functions and ability to make necessary calculations required for log books and documentation
- Intense concentration ability

The incumbent must demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Deal with the public in a positive, courteous and respectful manner

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to drive, stand, walk, sit for long periods of time, use hands to finger, handle, or feel; and talk or hear. The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The bus driver must work in all different weather conditions including extreme cold and extreme heat. Intense concentration is required, particularly in poor driving conditions. The noise level ranges from quiet to extremely noisy.

If you would like to be considered for hire, please mail a current resume that includes three references, a copy of your driver's license and medical card, and a completed background authorization form (available at <http://www.coloradomesa.edu/hr/documents/BackgroundAuthorizationFormrev.2015.pdf>) to Colorado Mesa University, Human Resources, 1100 North Avenue, Grand Junction, CO 81501. 970-248-1820

Application review is on an ongoing basis.

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