ANNOUNCEMENT OF POSITION VACANCY
Colorado Mesa University Athletics Department Bus Drivers Supervisor

SUMMARY: Reporting to the Associate Director of Intercollegiate Athletics and with oversight by the Vice President of Auxiliary Services, the Supervisor of Colorado Mesa University’s (CMU) Athletics Department Bus Drivers directly supervises all bus drivers and performs routine pre- and post-trip safety inspections of athletics’ buses and fleet of vans. All athletics bus drivers are responsible for safely operating CMU’s buses and other vehicles as assigned.

Some of the supervisor’s essential duties and responsibilities include:
• Directly supervise and conduct annual performance reviews for all CMU’s Athletics Department’s bus drivers staff
• Schedule all drivers’ trips and assign vehicles
• Coordinate and confirm with user groups the details of travel itineraries; share with scheduled driver
• Track and log the mileage and cost of operating each vehicle in the fleet
• Exercise fiduciary responsibility through direct budget oversight, monitor credit card records, and identify and recommend any cost saving measures
• Perform regular safety and maintenance checks on fleet vehicles and report any issues to the Associate Director of Intercollegiate Athletics
• Maintain drivers’ required paperwork including CDL and driver’s license status, and ensure that no traffic infractions have been issued against driver
• Maintain drivers’ log books, maintenance requests, and other required documentation
• Perform regular safety and maintenance checks on fleet vehicles and report any maintenance or safety issues to the Associate Director of Intercollegiate Athletics
• Maintain the cleanliness of the interior and exterior of all vehicles
• Ensure that the fleet is safely and securely parked and/or stored
• Operate 56-, 49- and 37-passenger athletics buses and vehicles in a safe and efficient manner while abiding with all relevant laws, policies, and procedures
• Install tire chains when weather conditions and/or chain laws require their use
• Order equipment and supplies as necessary for vehicles
• In cooperation with coaching staff, ensure that passengers are aware of conduct expectations
• Make recommendations to the Associate Athletic Director and Athletic Director regarding additional hires
• Represent CMU in a professional manner at all times
• Other related duties as assigned.

QUALIFICATIONS: To perform this job successfully, the CMU Athletics Bus Driver must be able to perform each duty satisfactorily. The items listed below represent the knowledge, skill, and/or ability required and/or preferred:
• Possess and maintain, at a minimum, a clean Class B Commercial Driver’s License with a passenger bus (CDL-P) endorsement. “Clean” means free of accidents, moving violations or losing points within the past two years.
• At least three years of professional driving experience; one year as a passenger bus driver preferred
• Demonstrated knowledge of highway and bus regulations, record keeping, and equipment cleaning standards and procedures
• Mechanical aptitude and experience maintaining vehicles
• Supervisory/managerial experience is preferred.
The incumbent must demonstrate the following skills and abilities:

- Ability to manage a budget
- Ability to organize, coordinate and plan travel details
- Ability to assign and delegate duties to subordinates
- Ability to operate buses in a safe and responsible manner
- Ability to read and write daily activity records
- Excellent client service and public interaction skills
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communication skills
- Stress management skills
- Time management skills
- Mathematical skills necessary to perform basic math functions and calculations and to perform calculations required for log books and documentation
- Ability to put chains/socks on all buses/vans in inclement weather

The incumbent must demonstrate the following personal attributes:

- Honesty and trustworthiness
- Respectfulness
- Cultural awareness and sensitivity
- Flexibility
- Sound work ethics
- Ability to deal with the public in a positive, courteous and respectful manner

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** While performing the duties of this job, the bus driver is frequently required to drive, stand, walk, and/or sit for long periods of time, use hands to finger, handle, or feel, and talk and 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 bus driver must work in 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.

Colorado Mesa University is particularly interested in candidates who have experience working with students from diverse backgrounds and who have a demonstrated commitment to improving the levels of access and success for underrepresented students within higher education.

**TYPE OF APPOINTMENT:** Full-time administrative appointment.

**SALARY:** Commensurate with education and experience. Excellent health and retirement benefits package.

**APPLICATION DEADLINE:** Open until filled. To ensure consideration, complete applications must be received by June 27, 2016.

**APPLICATION:** Submit a cover letter describing your qualifications and experience as they relate to the specific responsibilities and requirements of this position, a current resume, a copy of your driver’s license and DOT medical card, the names, phone numbers and e-mail addresses of three professional references, and the following completed forms:

- Applicant Authorization and Release to Conduct Reference and Background Check form
- Voluntary Affirmative Action form
Mail to:
Supervisor, CMU Athletics Department Bus Drivers Search Committee
Human Resources, LHH 237
Colorado Mesa University
1100 North Avenue
Grand Junction, Colorado 81501-3122
Phone: 970 248-1820

Alternatively, electronic applications are accepted at CMUJobs@coloradomesa.edu. If using this method of application, please put the search name in the subject line to ensure that your materials are forwarded to the appropriate search file. Electronic application materials must be submitted as a .pdf or Word document (no size limit). Electronic materials submitted in any other format will not be accepted. Please do not copy and paste application materials into the body of your email; send materials as attachments.

Colorado Mesa University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include reference checks, a criminal history record check, and when appropriate, a financial and/or motor vehicle history. Applicant must be able to verify U.S. employment eligibility. Colorado Mesa University is an Equal Opportunity Employer, committed to a culturally diverse faculty, staff and student body. Women and minorities are encouraged to apply.

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