



POSITION ANNOUNCEMENT

Job Title: Bus Driver
Department: Facilities Management
Reports To: Director of Facilities Management
Shift/Hours: Part-time (Flexible Hours)
Date Prepared: February 22, 2021

SUMMARY

This position is responsible for driving/transporting passengers for Madonna University.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Transports passengers to various University events.
2. Ensures safety of passengers and obeys all traffic laws.
3. Assists passengers with getting on and off the bus as needed.
4. Safely and efficiently utilizes vehicle equipment, including wheelchair lifts, radios and emergency equipment.
5. Maintains a clean and mechanically-sound bus at all times.
6. Performs inspections of the bus before and after each route.
7. Helps to resolve non-emergency situations that occur while transporting passengers. Immediately reports any accident or incident per as required.
8. Presents a neat and professional personal appearance at all times.
9. Completes all required paperwork (including route change sheets, time cards, vehicle repair requests) and submits to the appropriate authority in a timely manner.
10. Maintains a cooperative attitude with fellow employees, supervisors, customers, and passengers while always promoting company goodwill.
11. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. 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.

EDUCATION AND EXPERIENCE: Must be at least 21 years of age; have a valid Commercial Driver's License (CDL) and the ability to obtain all valid applicable/required certifications to operate company vehicles plus one (1) year driving experience. Must be at least 21 years of age. Knowledge of and compliance with all applicable federal, state, county, district, and contract specific Driver requirements. Ability to practice defensive driving at all times, and avoid vehicular and industrial accidents by practicing safe driving and work habits.

TO APPLY: Please complete the application on our website at madonna.edu. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.