



A. Position Data

Incumbent: Vacant/Recruitment EmplID: _____ Date: _____
 Working Title: Bus Driver Work Direction Given By: Bus Reservations Manager
 (Lead)
 Department: FMS, Bus Reservations Reports To Title: Bus Reservations Manager
 (Appropriate Administrator)
 Division: Business & Finance College (if applicable): _____
 Reason:
 Vacant Position Classification Review / In Range Progression Revision Performance Evaluation New Hire
 Is this a new position? No

Classification Title: Bus Driver/Heavy Equipment Operator Job Code: 6366
 Position Number: 00004995 Level/Range/Grade: 1
 FLSA Code: Exempt Non-Exempt Time Base: Check box if Intermittent
 Pay Plan: 10/12 month 11/12 month 12/12 month CBU/MOU: R05-Operations CSUEU

B. POSITION PURPOSE

NOTE: This intermittent position will operate buses for campus related activities as needed, up to a maximum of 1,000 compensated hours per fiscal year. Incumbent may be required to perform manual labor associated with the use of equipment.

SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines.

The person holding this position is considered a "Limited Mandated Reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 (revised July 21, 2017) as a condition of employment.

A valid California Commercial Class B driver's license, with a passenger endorsement to carry up to 30 passengers, must be maintained throughout employment in this position, as well as successful completion and continued compliance with CSU Defensive Driving Course.

A current Medical Examiner Class B Certificate (within the past two years) must be maintained throughout employment in this position.

Incumbent must pass pre-employment DOT drug testing and random testing and reasonable suspicion testing for both drugs (controlled substances) and alcohol, as per DOT requirements, throughout employment.

Drivers of state-owned vehicles must maintain a good driving record which will be checked in accordance with commercial driving requirements with the Department of Motor Vehicles. A good driving record according to UCAM 6562 requires each employee who drives a state vehicle to certify he/she has been issued not more than three moving violations or been responsible for more than three accidents (or any combination of more than three thereof) during the past 12 months.

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position include Work Lead Responsibilities? No _____

List Functional Category with Responsibilities:

% of Time	Priority Weight
-----------	-----------------

95%	
-----	--

BUS OPERATION:

- * Bus drivers are responsible for safe operation of passenger-carrying vehicles.
- * Drive buses for University Business providing safe and efficient transportation to the University community and its visitors.
- * Conduct pre- and post-trip safety inspections per Department of Transportation (DOT) guidelines of all vehicles driven, as well as those assigned to monitor.
- * May drive other University-owned vehicles or rental vehicles under the California State Contract.
- * Perform routine bus maintenance, including fueling, checking oil, water, power steering fluids, washing vehicles, and cleaning the interior.
- * Make minor repairs and adjustments to the vehicles operated.
- * Responsible for recognizing malfunctions in equipment and taking appropriate action.
- * Report need for mechanical repair when necessary.
- * Attend state-approved Defensive Driver Training program every four years.
- * Complete and maintain paperwork in compliance with DOT and California Highway Patrol (CHP) requirements, such as 8 day work history, driver's daily logs and monthly logs.
- * Stay apprised of State and Federal Commercial Driving Regulations.
- * Respond appropriately in emergency situations and to mechanical breakdowns.
- * Perform other duties as assigned.

OTHER DUTIES:

- * Send and respond to e-mail's appropriately.
- * Complete calendar functions using web-based Outlook.
- * Access Excel for information on scheduling.
- * Complete time sheets and other forms correctly.
- * Complete mandatory training as required.

5%	
----	--

In the course of operating passenger-carrying vehicles customer service is an expectation that includes:

- * Act as substitute driver on an as needed basis.
- * Ensure trips are executed on time and in a safe manner.
- * Demonstrate professionalism, flexibility and courteousness.
- * Answer questions passengers or trip leaders may have.
- * Prepare for trips: communicate with trip leaders and department trip requester directly, prepare travel routes, provide alternate travel routes when necessary.

--	--

Total should equal 100% Time and 100 Weight	Total	100%	0
---	-------	------	---

--	--

D. GENERAL GUIDELINES AND EXPECTATIONS

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situations.
6. Maintains knowledge and skills at a level necessary to perform work.
7. Adheres to established work hours including starting time, and lunch and rest breaks. Provides appropriate planning and notice for all absences.
8. Is fiscally responsible with the organization's equipment, property and funds.
9. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.

10. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Guidelines and Expectations

N/A

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:

Incumbent must possess:

* Working knowledge of:

** The rules of safe driving and the provisions of the State of California Vehicle Code pertaining to operation of vehicles assigned.

** State of California General Industrial Safety orders related to the assigned tasks.

** The principles and procedures of recordkeeping as required by DOT.

* Basic computer literacy including light use of Microsoft Excel, Microsoft Word, and Microsoft Outlook for e-mailing and scheduling.

SKILLS:

Incumbent must possess:

* Well-developed verbal communication skills.

* Manual dexterity for handling equipment parts.

* Mechanical aptitude for operating equipment, performing checks and recognizing irregularities.

* Skills in minor vehicle repair.

ABILITIES:

Incumbent must have the ability to:

* Work under limited supervision within a framework of well-defined policies and procedures.

* Operate assigned equipment safely.

* Recognize safety hazards and follow practices and laws to ensure safety.

* Follow manuals and guidelines pertaining to operation of state vehicles.

* Load and unload vehicles correctly and safely.

* Exercise good judgment, flexibility, and sensitivity in response to changing situations and needs.

* Relate to a diverse population of faculty, staff, students and the general public in a tactful and cooperative manner.

* Follow oral and written instructions.

* Read and write at a level appropriate to the duties of the position.

* Establish and maintain cooperative working relationships with faculty, staff, students and others.

* Service and perform routine repairs of equipment operated

* Perform manual labor as required.

* Adjust to change (i.e. work environment, technology, etc.).

* Function cooperatively and productively as a member of a unit.

* Perform assigned duties.

2. Education and/or Experience

Equivalent to one year of paid truck driving, automotive equipment operation, or bus driving experience, including operation of heavy trucks of three axles or more, or large loaders, forklifts or other equipment.

OR

Equivalent to one year of paid or regularly assigned driving experience, preferably involving bus driving or chauffeuring, or driving a car pool or other experience driving passenger carrying vehicles.

AND

A valid California Commercial Class B driver's license, with a passenger endorsement to carry up to 30 passengers, must be maintained throughout employment in this position, as well as successful completion and continued compliance with CSU Defensive Driving Course.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position remains seated in a stationary position for long periods of time while driving vehicles. Position also moves about frequently loading and unloading, fueling and performing vehicle checks and minor maintenance. Must climb stairs to enter bus. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

The majority of work is performed operating a standard passenger bus. Work locations vary greatly depending on destination, and may include even and uneven walking surfaces, exposure to weather such as summer and winter temperatures, humidity or precipitation for several hours each day. Work may involve moderate exposure to dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____