



Position Description Bus Driver

APPLICATION INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as possible.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION'S TITLE: Bus Driver

POSITION'S MAJOR OFFICE: Athletics

POSITION'S DEPARTMENT: Bus Driver

POSITION'S DEPARTMENT RESPONSIBILITIES: The bus driver is responsible for maintenance routine and issues, cleanliness, and stocking supplies, DVIR's, log sheets, assigning drivers, assisting with itineraries, enforcement of bus guidelines and keeping in compliance with D.O.T.

POSITION'S DIRECT SUPERVISOR: Director of Athletics

DATE POSITION LAST REVIEWED OR ANALYZED: July 2023, revised by Director of Athletics and Human Resources.

POSITION'S EMPLOYMENT STATUS: Part-Time, Staff, Hourly, At-Will

POSITION'S SALARY OR SALARY RANGE AND BENEFITS: \$20 per hour. Part-time employees are not eligible for benefits as described in the employee handbook.

POSITION INFORMATION

POSITIONS SUMMARY: A school bus driver is a professional who transports athletes to and from university athletic team competitions.

POSITION WORKS WITH: Head coaches, office manager and director of athletics

POSITION'S STAFF AUTHORITY: None

POSITIONS PHYSICAL WORKING CONDITIONS: Ability to drive the bus.

POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:

POSITION'S EQUIPMENT: Coyote bus

POSITION'S WORK SCHEDULE: Flexible part-time schedule.

POSITION'S TRAVEL REQUIREMENTS: Travel to and from university athletic competitions.

POSITION DUTIES AND PERFORMANCE STANDARDS

POSITION'S ESSENTIAL DUTIES:

Responsibilities:

- Transport students and other passengers to and from university events.
- Obey all traffic laws to ensure students arrive to their destination safely.
- Always maintain a clean and mechanically sound bus.
- Regularly checking vehicle safety such as tires, brakes, turn signals and mechanical equipment
- Ensure the safety of all students when entering and leaving the bus.
- Assist students with getting on and off the bus as needed.
- Engage with students as they enter and leave the bus.
- Stay alert to avoid accidents with other vehicles on the road.
- Being attentive to traffic and weather conditions as well as ensuring passenger safety
- Following the planned route and schedule for departure times and stops
- Expected to communicate effectively with Director of Athletics, Office Manager and Athletic staff.
- Providing excellent customer service and addressing any concerns.

POSITION'S PERFORMANCE MEASURES AND STANDARDS: This section lists the specific performance measures upon which this position's performance will be evaluated. Actual performance standards (goals) for each performance measure will be set in consultation with the position holder and their direct supervisor.

- Communicate effectively with the Director of Athletics, Office Manager, Athletic Staff, and student athletes.
- Coordination of Maintenance timely coordination with the Athletics office manager regarding all maintenance needs or concerns.

POSITION QUALIFICATIONS

CERTIFICATIONS/LICENSES:

- **MINIMUM REQUIRED:** Commercial Driver's License
- Knowledge of Kansas statutes and requirements for operating a vehicle with a DOT number

WORK EXPERIENCE:

- **MINIMUM REQUIRED:** 1-2 Years

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA'S:

- **MINIMUM REQUIRED:**
 - Philosophical alignment with the mission and vision of Kansas Wesleyan University.
 - Demonstrable priority setting and organizational skills.

NOTICE OF SPECIAL POSITION OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHESIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassmment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassmment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.