



**DATE ISSUED:** 06/08  
**FLSA:** Non-Exempt  
**PTO:** COVS

## **JOB DESCRIPTION**

### **TITLE**

Bus Driver/Dallas Shuttle

### **JOB SUMMARY**

Performs duties in the safe operation of a motor vehicle and the transportation of individuals, as well as skilled work in the mechanical maintenance and repair of automobiles, trucks, tractors, and related equipment. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Assistant Supervisor, Automotive Services

*Supervises:* No supervisory responsibilities

### **PRIMARY DUTIES** - *May include, but not limited to the following:*

Drives university buses, trucks, vans and cars as required for performance of assigned tasks.  
Operates mechanical or hydraulic controls in the operation of the vehicle.  
Checks and maintains all fluid levels of vehicle.  
Obeys all city, state, and federal driving regulations.  
Removes and repairs units such as engines, transmissions, or differentials using wrenches and hoists.  
Disassembles units and inspects parts for wear.  
Rebuilds parts, such as crankshafts and cylinder blocks, using lathes, shapers, drill presses, and welding equipment.  
Relines and adjusts brakes and replaces shock absorbers.  
Rewires ignition systems, lights, and instrument panel.  
Repairs golf carts, mules and all grounds related equipment.

**ADDITIONAL DUTIES**

Secures bids on specialized shop work such as body repairing, painting, and upholstering.  
Assists with the maintenance of University vehicle records.  
Encourages the proper conduct of passengers to ensure safety.  
Maintains the general cleanliness of the vehicle.  
Performs other duties as requested.

**EDUCATION**

High school diploma or equivalent required.

**EXPERIENCE**

Six months commercial driving experience is preferred. Two years automotive mechanic experience. Job-related vocational training or other education may substitute on a year-for-year basis for the required experience.

**REQUIREMENTS**

Must have ability to attain Class B CDL license issued by the state of Texas within the first six months of employment. Must have a valid Texas driver's license and a safe driving record such as required by the university for Driver's Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

**KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

Ability to successfully operate emergency equipment and exit passages.  
Ability to operate the controls of the vehicle.  
Knowledge of modern automotive mechanical maintenance and repair methods and practices.  
Skill in diagnosing equipment malfunctions and correcting the problem.  
Ability to effectively deal with the public.  
Ability to effectively communicate orally, both in person and by telephone.  
Skill in the use of lifts, welders, grinders, presses, diagnostic equipment, volt meter, battery tester, compression unit, drills, wrenches, screwdriver and related tools of the trade.  
Ability to use a personal computer and other office equipment.  
Ability to respond to emergency situations in a timely manner.

**PHYSICAL DEMANDS**

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 occasionally required to stand; clean; crawl; file; kneel; sit; sort; squat; stoop; stand; twist the body; walk; and write by hand; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 50+ pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

**WORK ENVIRONMENT**

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud. While performing the duties of this position, the employee may be required to travel. Work is performed in an auto shop environment. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, and around mechanical, electrical, explosive, fume/odor, dust and chemical hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise. May be required to work in confined spaces.

**SAFETY**

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***