



DATE ISSUED: 08/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Mobile Go Center/Bus Driver

JOB SUMMARY

Responsible for driving the Mobile Go Center in the North Texas area, set and operation of the related equipment, computer laptops, and assisting with transporting collegiate G-Force students to and from Go Centers. 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: Director of Intercultural Services

Supervises: No supervisory responsibilities

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

Drives the Mobile Go Center, a 34- magnum/Wells Cargo trailer, weight of 15,000 pounds, to various events and activities to promote college education.

Responsible for driving, set-up, and operation of Mobile Go Center and truck or van.

Responsible for setting up and operation of related equipment, including but not limited to laptops, satellite, internet access, printer, signage, etc.

Hooks up the trailer to the truck and inspects hitch connection prior to travel.

Upon arrival and before use by visitors, disconnects truck and secures, and levels trailer; connects electrical outlets, sets up generator; unpacks and sets up tables, establishes satellite link, and computer equipment for use ; after events, shuts down and repacks equipment and prepares equipment for storage during travel.

Plans destination and return routes, confirms set-up location and arrival.

Inspects the truck/van and trailer for safety equipment and physical condition before traveling.

Serves as a representative of Texas Woman's University at various community event/activities.

Maintains vehicle and trailer maintenance and repair logs and schedules maintenance and repairs with minimal downtime for the Mobile Go Center.
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.
Maintains the general cleanliness of the vehicle.
Assists with the maintenance of University vehicle records.
Encourages the proper conduct of passengers to ensure safety.
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.
Secures bids on specialized shop work such as body repairing, painting, and upholstering.
Observes prescribed work and safety rules.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

One to two year commercial driving experience is required and shall have no more than one moving violation in a three-year period on the driver's motor vehicle report. Two years automotive mechanic experience preferred . Job-related vocational training or other education may substitute on a year-for-year basis for the required experience.

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

Ability to follow driving directions and towing practices and procedures.
Ability to maintain accurate travel and vehicle maintenance and repair logs.
Ability to read maps, estimate trip times.
Ability to maintain a varying work schedule, including some evenings and weekends.
Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

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 must be able to stand; walk; 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 25 pounds. Specific vision abilities 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. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, around mechanical, electrical, explosive, fume/odor, 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, on ladders and rooftops, and in adverse weather conditions.

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.

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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:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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.