**Bus Driver**

**General Duties**

Present a positive and professional image of the university at all times

Position will be responsible for driving a Campus Shuttle Service Vehicle including:

* driving a bus, tram or van to transport passengers along a scheduled route on campus
* driving a bus, tram or van to transport passengers to university events locally or within the state
* performing service and maintenance of university vehicles such as cleaning interior and exterior, changing oil, lubricating vehicle, changing tires or light bulbs
* making pre-trip inspection of vehicles in compliance with state regulations
* maintaining the cleanliness of station and garage area
* keeping vehicle and passenger logs
* performing other duties as assigned.

**Minimum Qualifications**

* Possession of a valid Arizona Class D driver’s license upon employment
* Ability to obtain an Arizona Class B Commercial Driver’s License with Passenger Endorsement and Air Brake Certification
* Have a minimum 2.0 GPA and be able to maintain it

**Preferred Qualifications**

* Knowledge of motor vehicle laws
* Skill in operating a bus, tram or van
* A positive and professional attitude
* Ability to effectively communicate
* Ability to work effectively with people from a variety of culturally diverse backgrounds

**Knowledge, Skills and Abilities**

* Customer service oriented
* A positive and professional attitude
* Ability to problem solve
* Ability to be a team player
* Ability to work effectively with people from a variety of culturally diverse backgrounds
* Ability to multitask
* Willingness to be cross-trained

**Special Information**

* This position requires a CDL.
* A pre-employment drug screening must be passed prior to beginning job functions.
* Staff in this position are subject to routine drug screenings.

**Mandatory Events**

* Beginning of the semester trainings (held in August and January)
* Commencement (held in December and May)