Lincoln University Job Description

<table>
<thead>
<tr>
<th>Job title:</th>
<th>University Bus Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Physical Plant</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director of Physical Plant</td>
</tr>
</tbody>
</table>

**Job Summary:**

Under the supervision of the Director of the Physical Plant, the University Bus Driver (“Driver”) is responsible for the safe transportation of students and other members of the University community via University bus over specified routes or to specified destinations according to time schedules and complying with traffic regulations on a nine-month, part-time, casual-seasonal basis. In addition to providing transportation, the driver is responsible to observe all Pennsylvania laws regarding the safe and lawful operation of the bus and to ensure safety levels for vehicle equipment and operation.

**Qualifications:**

- High School Diploma or equivalent required.
- Must possess Commercial Driver’s License Class “B” license with passenger “P” endorsement.
- Minimum of three years bus driver experience required.
- Reliable and dependable and able to work with little or no supervision.
- Ability to work in an environment with frequent interruptions, and to receive oral communication and convey details or important instructions to other individuals accurately, loudly, or quickly.
- Good communication skills, and ability to organize and handle multiple tasks, and to exercise good judgment.
- Good interpersonal skills, and the ability to work within a culturally diverse organization.
- High level of professional appearance and demeanor.

**Essential Duties and Responsibilities:**

- Drives a bus to transport individuals to and from Lincoln University according to recommended route, adheres to safety rules when loading and unloading individuals. Keeps to assigned schedule. Maintains discipline and order on the bus.
- Physically assist certain individuals on and off vehicle.
- Transports authorized individuals and discharge them at authorized stops.
- Complies with all state and local laws when operating a bus.
- Observes all mandatory safety regulations for buses; reports malfunctioning of equipment while in route to and from Lincoln University to Physical Plant
personnel immediately; reports lateness due to mechanical failure or other reasons to the proper authority.

- Reports any accident, regardless of how minor, with complete information as to the type of accident and necessary details, including the names of all individuals riding on the bus at the time of the accident.
- Enforces regulations against smoking and eating on the bus.
- Exercises responsible leadership when on trips.
- Prepares and submits reports that may include the number of passengers or trips, hours worked, mileage, fuel consumption, or fares received.
- All other relevant duties as assigned.

**Physical Demands:**

Moderate lifting up to 20 pounds as frequently as needed to move objects; dexterity to pick, feel and grasp objects; ability to hear and speak clearly; and body mobility to stoop, kneel, crawl, bend, twist and reach and mostly sit with some walking, standing or moving throughout the area. Visual acuity and auditory acuity required.

**Working conditions:**

Subject to inside and outside environmental conditions. Must be able to work in extreme cold (32 degrees or less) and extreme heat (90 degrees or more). Subject to physical hazards, including conditions that may affect the respiratory system and/or skin.

**Application Submission:**

- Submit a letter of interest/cover letter.
- A detailed resume listing qualifications and experience
- Names, addresses, and telephone numbers of at least three professional references.

To apply, please submit documentation to the following address:

Office of Human Resources  
Lincoln University  
1570 Baltimore Pike  
P.O. Box 179  
Lincoln University, PA  19352

Or

Email: hr@lincoln.edu

**IMPORTANT NOTE:** Please indicate Job Title on Subject Line when emailing.