



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

814-824-2000  
800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

### **Bus Driver**

**Location:** Erie  
**Department:** Athletics  
**Reports to:** Director of Athletics  
**Part Time**  
**Classification:** Staff  
**Closes:** Open Until Filled

#### **JOB SUMMARY:**

Ensure the safe and orderly transportation of passengers on assigned bus and/or van. Operate bus that transports athletes and other approved persons to and from athletic events or other designated locations. Performs routine walk-around pre-inspection on assigned vehicle before accepting passengers as well as a post-inspection at the end of each workday; reports any defects to the Director of Athletics and fills out a vehicle defect form. Safely operates a passenger bus or assigned vehicle, adhering promptly to time schedules. Safely operates a minibus or on a demand response basis with instructions from Director of Athletics. Prepares/records basic reports on mechanical malfunction, accidents, and/or incidents of buses and equipment. Has an expertise in map reading and route planning.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Observe all traffic laws and safety regulations for passenger buses.
- Maintain safety precautions when passengers are boarding and departing the bus.
- Follow assigned route and adhere to set schedules.
- Complete pre-trip and post-trip inspections and submit work orders as necessary,
- Keep assigned bus clean and fueled.
- Report all accidents, vehicle damage and passenger injuries as they occur.
- Complete and submit all required reports and documentation.

#### **MINIMUM QUALIFICATIONS:**

- Graduation from high school and some experience in bus or similar vehicle operation; or any equivalent combination of education and experience which would provide the following knowledge, skills, and abilities:
- Demonstrated, substantive experience in the operation of large buses, minibuses and/or vans.
- Knowledge of bus operation and equipment.
- Considerable knowledge of motor vehicle laws, ordinances, and safe driving practices.

- Knowledge of safety standards and precautions pertaining to proper bus operation and to passenger ridership.
- Ability to sit/drive/maneuver long-wheel-based vehicles for extended periods of time.
- Ability to sit/drive/maneuver small buses or vans for extended periods of time.
- Ability to perform simple arithmetic calculations, to write clearly and legibly, and to prepare basic records and/or reports.
- Demonstrated mature, responsible attitude in dealing tactfully and congenially with the passengers; ability to work cooperatively with other employees and the public.
- Considerable ability to communicate effectively and to follow both oral and written instructions.
- Considerable ability to lend assistance to passengers.
- Excellent work history and attendance record.
- Possession of and ability to maintain a valid Pennsylvania Commercial Driver's license Level B, air brake qualified and passenger endorsement upon hiring and an excellent driving record.

**PREFERRED QUALIFICATIONS:**

Strong follow-through skills, as well as, the ability to plan, organize, and control projects through to completion.

Ability to perform the essential functions of the position with or without accommodations.

**WORK ENVIRONMENT**

Mental Demands: Maintain emotional control

Physical/Environmental Demands: Continual sitting, reaching, and repetitive hand/arm movements.

Ability to work indoors and outdoors; moderate exposure to extreme temperatures and vehicle fumes.

**SPECIAL REQUIREMENTS**

Must have current licensure for transportation of the team in vans or bus.

Ability to work evenings and weekends.

Must have current training in First aid and CPR.

Subject to a criminal background check prior to employment.

**APPLICATION PROCESS**

Review of applications will begin immediately and continue until the position is filled. Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

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**Candidates must be currently eligible to work in the United States.**