



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA 16546

814-824-2000
800-825-1926

mercyhurst.edu

Part Time Bus Driver

Location: Erie

Department: Fleet

Reports to: Transportation Coordinator

Part Time

Classification: Staff

Open Until Filled

JOB SUMMARY:

Safely operate a passenger bus or van that transports athletes and other approved persons to and from athletic events or other designated locations while adhering promptly to time schedules. Responsible for the preparation of records and basic reports on routine maintenance, mechanical malfunction, accidents, and/or incidents with buses and/or equipment.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Operate the Mercyhurst fleet buses. Follow assigned routes and adhere to set schedules.
- Complete pre-trip and post-trip inspections and submit work orders as necessary.
- Observe all traffic laws and safety regulations for passenger buses.
- Maintain accurate driver time logs.
- Ensure proper fueling and cleaning of the fleet buses.
- Report all accidents, vehicle damage and passenger injuries as they occur.
- Complete and submit all required reports and documentation.
- Ability to often work nights and weekends.
- Other duties as assigned by the Transportation Coordinator.

MINIMUM QUALIFICATIONS:

- Possession of and ability to maintain a valid Pennsylvania Commercial Driver's license Level B, air brake qualified and passenger endorsement.
- Must pass PA DOT physical and possess valid medical card.
- Pass pre-employment drug test. (Subject to random drug testing throughout employment.)
- Safe documented driving record for the last 3 years.
- 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 knowledge in the operation of large buses, minibuses and/or vans.
- Considerable knowledge of motor vehicle laws, ordinances, and safe driving practices.
- Ability to sit/drive/maneuver buses for extended periods of time.
- Ability to perform simple arithmetic calculations, to write clearly and legibly, and to prepare basic records and/or reports.
- Mature, responsible attitude in dealing tactfully and congenially with the passengers; ability to work cooperatively with other employees and the public. Professionally represent Mercyhurst University at all times.
- Considerable ability to communicate effectively and to follow both oral and written instructions.
- Excellent work history and attendance record.

PREFERRED QUALIFICATIONS:

Strong follow-through skills, as well as, demonstrated 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

Ability to work evenings and weekends.

Subject to a criminal background check prior to employment.

Subject to a MVR 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

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Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, gender identity or

expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

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