



Savannah State University Position Description – Bus Operator

POSITION DESCRIPTION

Position Title: Bus Operator FLSA Status: Nonexempt
Reports to: Grounds Superintendent
Department: Grounds
Date Prepared: June 2003

BASIC FUNCTION

This position is expected to operate the Savannah State University bus fleet with the highest degree of safety, providing courteous and prompt service.

NATURE & SCOPE

Reporting to the Grounds Superintendent, the Bus Operator provides bus service to a broad cross-section of the Savannah State campus community. This includes athletic sports teams, Upward Bound students, and Student Support Services, but is not limited to those groups. Visitors to the Savannah State campus have also been transported on the bus on occasion.

Of course, safety and prevention are two of the top concerns for travelers, but courtesy and respect for travelers are two other issues foremost on the mind of the Bus Operator.

This position contributes to inspecting the bus for safety equipment and to seek parts and make repairs. Maintaining records are also a large part of the accountabilities for the position.

PRINCIPAL ACCOUNTABILITIES

- Operates the bus with the highest level of safety.
- Inspects bus for safety and for needed repairs and maintenance.
- Provides courteous, prompt, and understanding service.
- Maintains records in respect to the use condition, safety, inspection and maintenance of the bus.

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

This position requires some high school or equivalent and a Commercial Drivers License-Class A and a DOT Physical Card Certificate.