Job Title: Transportation Services Driver
Date Created: 12/01/2015

**JOB SUMMARY**

The Transportation Services Driver is responsible for providing safe and timely transportation services, locally and/or distant points, for designated students, employees, or visitors utilizing college-owned automobiles, vans and passenger bus. Responsible for the cleanliness and maintenance of vehicle.

**MAJOR DUTIES**

- Plans routes and departure/arrival times; checks for traffic delays and plans accordingly.
- Reports all accidents, incidents, and/or breakdowns involving vehicle(s) while in use; makes arrangements for vehicle towing and/or alternate transportation if needed.
- Performs and/or assists with the preventative maintenance of the vehicles(s). Checks fuel, oil, battery, etc. to ensure continued operations.
- Maintains cleanliness of vehicle(s).
- Records a variety of required data on appropriate forms (i.e. mileage, fuel consumption, passenger information, maintenance and repair needs, etc.

**COMPETENCIES**

- Ability to operate vehicles carefully and competently, following all traffic laws
- Ability to read/follow maps, road signs, directions
- Ability to operate two-way radio and/or cellular telephone
- Ability to recognize defects in the equipment that impact safety
- Ability to perform pre-trip vehicle safety inspection
- Knowledge of traffic laws
- Knowledge of preventative maintenance procedures
- Skill in interpersonal relations and dealing with the public

**MINIMUM QUALIFICATIONS**

A valid Commercial Driver’s License (CDL) in good standing. If operating a 16+ passenger vehicle, must have a CDL with passenger endorsement

**PREFERRED QUALIFICATIONS**
Preferred qualifications may vary from location to location.