



## Job Description

**JOB TITLE:** Bus Driver- Athletic Department (Part-time)  
**DEPARTMENT:** Athletics - Transportation  
**REPORTS TO:** Athletic Director and Transportation Coordinator

**COLLEGE MISSION:** Rochester College cultivates academic excellence, principled character, servant leadership, and global awareness through a rigorous educational experience that integrates liberal arts and professional studies within an inclusive Christian heritage.

**POSITION SUMMARY:** The Rochester College bus driver will be responsible for driving athletic teams to and from competitions safely and professionally in a 25 passenger bus beginning in August through May of each year.

**EDUCATION AND/OR EXPERIENCE REQUIRED:**

- Current CDL class C license with a P endorsement required
- Must take proper actions to remain DOT compliant
- Must take and pass initial drug screening and physical to obtain up-to-date medical card
- Clean Motor Vehicle Record
- 1-3 years of passenger transportation preferred

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Drive Rochester College athletic teams to and from competition in state and out of state; approximately 60 trips per year based on team schedules
- Coordinate bus pick up and drop off with the transportation coordinator on all trips
- Appropriately complete the travel log for each trip
- Successfully pass any driving or written tests and any drug tests required by law or at the request of Rochester College
- Will remain in a random pool for drug screening and required to comply within 24 hours of being notified of selection
- Communicate with transportation coordinator on all necessary bus repairs
- Follow all policies of the Rochester College transportation department
- Have the ability to work off hours including nights, weekends and overnight stays

**SUPERVISORY DUTIES:**

- Inspect the RC bus prior to and upon return from each trip

**REQUIRED SKILLS AND ABILITIES:**

- Respectable and responsible
- Professional in appearance and conduct
- Take pride in the care and cleanliness of the bus

**SEND APPLICATION AND RESUME TO:**

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