Adrian College

Position Title: **Bus Driver**
Work Schedule: Part-time; academic year (August through April); variable hours; evening, weekend, and some overnight work is required. Must be able to maintain a punctual schedule.

Example of Duties:

- Operate a multi-passenger bus (2020 Berkshire 47 passenger and 2018 MCI 56 passenger Motorcoach) to transport students, administrators, and faculty to and from athletic events and other special engagements
- Perform general cleaning duties to ensure sanitary and comfortable environment on the interior of the bus
- Maintain accurate driving log
- Determine and follow safe and efficient bus routes
- Follow safe bus loading and unloading procedures
- Operate bus in such a way that road conditions and safety regulations are always followed
- Perform standard maintenance checks to ensure safety of bus prior to operation
- Perform other duties as assigned

Minimum requirements:

- High school diploma
- Valid commercial driver's license with a Class B Endorsement
- 1-3 years of experience operating a multi-passenger bus
- Ability to safely operate a multi-passenger bus in changing weather conditions
- Must be able to climb stairs, sit for long periods of time, lift, bend, stoop, stand, and use arms and hands; must be able to travel, enter and exit a vehicle without assistance and withstand exposure to adverse weather conditions

The requirements listed above are representative of the knowledge, skill, and/or ability required.

Desired Qualifications:
Knowledge of Adrian College policies and procedures is preferred. The successful candidate will possess the ability to communicate effectively; the ability to work well under pressure and maintain a positive attitude when last minute changes occur. The successful candidate will also be self-motivated, reliable, able to work independently, and will possess strong interpersonal skills to work with staff, students, co-workers and administrators.

Interested individuals should submit a cover letter, resume, job application (found on the Adrian College website), and the contact information for three references to the Athletics Transportation Coordinator, Matthew Armentrout at marmentrout@adrian.edu.

Applications will be accepted and reviewed until the position is filled

Adrian College is an Equal Employment Opportunity Employer. If offered a position, finalist must furnish proof of U.S. citizenship or proof of eligibility to work in the U.S. within three (3) days of commencing employment.

A private, co-educational college of liberal arts and sciences related to the United Methodist Church, Adrian College is a traditional four-year residential institution offering a focused undergraduate and graduate education. The College offers a multitude of majors and pre-professional programs including certifications, approximately 50 athletic teams and 10 institutes dedicated to a diverse and personalized approach to education. Adrian College features state-of-the-art facilities, small class sizes and an innovative approach to the academic and personal growth of its students.

U.S. News & World Report has recognized and ranked Adrian College as a 'Best Regional Colleges for Undergraduate Teaching' and 'Most Innovative'. Adrian also received accolades as a "Best Value" school. The College landed on the list of Best Value schools in the Midwest region for the sixth consecutive year and has also been recognized as having 'A

Focus on Student Success'; a new section in college rankings. Adrian College is located in Southeast Michigan, about 45 minutes from Ann Arbor and Toledo.