



**OHIO**  
UNIVERSITY

**Classification and Qualification Standards**

**Bus Driver**

*ADMINISTRATIVE/TECHNICAL ROLE*

<b>Career Series:</b> Equipment Operation	<b>Job Code:</b> 12312 <b>Grade:</b> B	<b>Date Established:</b> 7/01/2001	<b>FLSA Category:</b> NON-EXEMPT
--	---	---------------------------------------	-------------------------------------

**JOB SUMMARY**

Under general supervision, the classification is responsible for basic and routine tasks, exercises limited independent judgment, and follows simple procedures, techniques, rules and regulations. This classification requires working knowledge of driver safety practices in order to operate University buses and vans to transport various members of the University and their guests to a variety of events in and out of state.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Provides transportation for passengers, and assists with handling of equipment and/or luggage.
2. Transports materials and supplies.
3. Performs pre-trip inspections of vehicles.
4. Determines routes, maintains proper documentation, and prepares mileage, fuel, passenger, and related reports.
5. Services and maintains vehicles.
6. Performs other duties as assigned.

**Worker Characteristics (knowledge, skills & abilities to perform the job duties)**

Knowledge of driver safety practices; addition, subtraction, and common vocabulary; and University passenger transport procedures\*. Skill in operation and maintenance of motor vehicles. Ability to carry out detailed instructions; determine routes; and inspect vehicles.

(\*developed after employment)

**Minimum education & experience required (including training, registration & licensure)**

Formal education in addition, subtraction, and common vocabulary. 6 mos. training or 6 mos. experience in operating a motor vehicle; valid Class B Commercial Driver's License with passenger endorsement is preferred or must be obtained 60 days after employment.

- Or equivalent of the education and experience listed above.

*This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity*