

The University of Texas at San Antonio

Job Description

Job Title: Lead Driver
Code: 5458
Salary Grade: 54
FLSA Status: Non-Exempt
Department/Division: Business Auxiliary Services
Reports To: In accordance with specific departmental policies

Summary

- Function:
To assist the supervisor with the daily operation of the UTSA shuttle system.
- Scope: Responsible for the safe operation of University vehicles and excellent customer service to passengers.

Duties

- Typical:
 - Meet with the drivers at the beginning of their shift to convey plans and instructions for the day.
 - Dispatch drivers and equipment. Report exceptions to the supervisor.
 - Drive routes for absentee coverage and for University sponsored events.
 - Fuel and petrip buses for the next shift.
 - Coordinate equipment repairs with the shop.
 - Take action on driver and supervisor requests and concerns throughout the shift.
 - Meet with the supervisor for daily and weekly planning
 - Gather data on route schedule adherence.
 - Assist with the collection and completion of driver time sheets.
 - Collect and complete monthly vehicle logs.
 - Inventory supplies and wash buses
 - Other duties as assigned
- Periodic:
 1. Drive the ADA cart
 2. Assist in making signs
 3. Assist supervisors with office work

Education

Required	Preferred
High School diploma or GED.	Some college

Other Requirements

Required	Preferred
Commercial Driver's License (CDL) Class B with Air and Passenger endorsements Driver's license history check is required Must pass an annual written driving test Subject to annual alcohol and drug screening Current Medical Examiner's Certificate Required	N/A

Experience

Required	Preferred
Three years of commercial driving experience including two years of experience driving a passenger bus.	

Equipment

Required	Possible
Three years of commercial driving experience including two years of experience driving a passenger bus.	N/A

Working Conditions

Usual	Special
1. Conditions commonly associated with operating passenger vehicles 2. Exposure to outside weather conditions	1. Occasional weekend work 2. Occasional overtime

Supervision

Received	Given
General supervision from immediate supervisor.	

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.