

The University of Texas at San Antonio

Job Description

Job Title: Driver
Code: 15459
Salary Grade: 53
FLSA Status: Non-Exempt
Department/Division: Parking & Transportation/Business Administration
Reports To: In accordance with specific departmental policies

Summary

Function:

To provide skill in the operation of University shuttle buses and other vehicles.

Scope:

Responsible for the safe operation of University vehicles and excellent customer service to passengers.

Duties

Typical:

1. Drives and operates University shuttle buses and other vehicles over assigned routes.
2. Provides service to students, employees and visitors.
3. Checks condition of vehicles and reports needed adjustments or repairs.
4. Maintains mileage reports.
5. Performs minor maintenance and cleaning of vehicles.
6. Performs other duties as assigned.

Periodic:

1. Provides special event transportation support as needed.

Education

Required	Preferred
High School diploma or GED.	N/A

Other Requirements

Required	Preferred
Valid Texas Commercial Driver's License (CDL) Class B with Passenger Endorsements	N/A
Current DOT Medical Certification or ability to obtain prior to employment.	

Driver's license history check.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of commercial driving experience to include driving a passenger bus.	Three years of commercial driving experience to include two years of driving a passenger bus.

Equipment

Required	Possible
Passenger buses and vans.	N/A

Working Conditions

Usual	Special
Conditions commonly associated with operating passenger vehicles. Extended periods of time sitting.	Occasional evening and/or weekend assignments may be required.
	Exposure to outside weather conditions.

Supervision

Received	Given
General supervision from immediate supervisor.	N/A

Accuracy

Proficiency in all phases of the duties performed.
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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.
