

**INDIAN HILLS COMMUNITY COLLEGE
VACANCY ANNOUNCEMENT/JOB DESCRIPTION**

August 16, 2017

- I. Policy Title:** Driver
- II. Location/Department:** Athletics
- III. Code Number:** OT494009.OTH
- IV. Minimum Job Requirements:**
- Previous bus driving experience preferred
 - Knowledge of safety rules and regulations, and safe driving techniques in all road conditions
 - Should have experience in driving students locally and on overnight trips
 - Ability to work independently on a day to day basis
 - Must have Commercial Driver's License (CDL) and open to operating a variety of fleet vehicles including 56 passenger charter and 35/25 passenger people movers
 - Must have or agree to obtain Passenger Certification
 - Must have up to date medical certificate
 - Must have a clean driving record and possess a valid driver's license
 - Must pass a pre-employment drug screen and background check
 - Good verbal communication skills
 - Willingness to be certified in First Aid, CPR and AED
- V. Job Summary:**
Perform driving duties for Indian Hills Community College that can include transporting students including athletic teams, from all parts of campus for local trips and overnight trips. Travel may extend outside of Iowa and may include nights and weekends.
- VI. Work Performed:**
- A. Drive one of several different buses or vehicles in a safe, courteous, and reliable manner
 - B. Perform pre/post trip vehicle inspections including cleaning of buses following trips

- C. Notify supervisor of accidents, passenger incidents, medical/behavioral problems, and/or bus mechanical/electrical trouble
- D. Obeys all traffic laws and transportation practices as outlined in the CDL manual
- E. Advise passengers of rules and regulations when necessary
- F. Keeps assigned time schedules, which may require driving during pre-day light, dusk, and overnight periods, and makes every effort to be on time while ensuring safety
- G. Ensure that the bus always has sufficient fuel
- H. Routinely inventories bus emergency and first aid supplies and equipment, reports needs to the Director, or delegated staff person

- VII. **Responsible To:** Director, Athletics
- VIII. **Position Level:** Non-Exempt, Bus Driver
- IX. **Start Date:** As needed
- X. **Position:** Replacement – Greg Ripley
- XI. **Yearly Employment Length:** Part time, includes retirement
- XII. **Schedule:** As needed, 7 days per week
- XIII. **Funding Year:** August 26
- XIV. **Funding:** DRIV 30-9-8750-01-55100 100%
- XV. **Starting Salary Range:** \$12.00/hr
- XVI. **Closing Date:** Until Filled
- XVII. **Application:** Send letter of [application](#) and resume
Human Resources
Indian Hills Community College
525 Grandview Ave.
Ottumwa, IA 52501
Email: hr@indianhills.edu