



## **Bus Driver**

<b>POSITION:</b>	Bus Driver
<b>SUPERVISOR:</b>	Director of Club & Recreation Sports
<b>DEPARTMENT:</b>	Vehicle Operations
<b>LOCATION:</b>	Tiffin University, Tiffin, OH
<b>JOB TYPE:</b>	Part-time

**Tiffin University** is seeking a reliable, dedicated, and safety-conscious individual to join our Vehicle Operations team as a Bus Driver. As a key member of our transportation team, you will provide transportation for students, faculty, and staff to and from various destinations within the university and surrounding areas, ensuring a safe, punctual, and pleasant travel experience.

### **Responsibilities:**

- Operate university-owned buses in a safe and efficient manner for daily routes, special events, and field trips.
- Transport students, faculty, staff, and visitors in compliance with all traffic laws, university policies, and safety regulations.
- Maintain a clean, organized, and fully functional vehicle, performing routine inspections and reporting any mechanical issues to the supervisor.
- Assist passengers as needed, including helping students and staff load and unload luggage, equipment, or other items.
- Ensure that all passengers adhere to university transportation policies during the ride.
- Monitor road conditions and be prepared to adjust routes or schedules as necessary due to weather or traffic delays.
- Maintain accurate records, including vehicle inspections, trip logs, and timesheets.
- Perform other duties as assigned by the Campus Services Supervisor.

### **Qualifications:**

- High school diploma or equivalent required.
- Valid Commercial Driver's License (CDL) with a passenger endorsement or be able to obtain one within 30 days of hire.
- Proven experience driving large vehicles or buses, with a safe driving record.
- Knowledge of state and federal transportation safety laws and regulations.
- Ability to work a flexible schedule, including early mornings, evenings, overnight, and weekends, as required.
- Strong communication and interpersonal skills to interact effectively with students, faculty, and staff.



- Ability to lift up to 50 lbs. and assist with loading and unloading materials when necessary.
- Ability to work independently with minimal supervision.
- A commitment to providing excellent customer service and promoting a positive, safe campus experience.
- All employment offers are contingent upon the successful passage of a pre-employment criminal background check and pre-employment drug screen.

### **Key Competencies:**

<i>Interdependence:</i>	Fosters collaboration
<i>Communication:</i>	Strong decision-making and communication skills
<i>Accountability:</i>	Formulates effective and progressive strategies aligned with the University's mission and values
<i>Respect:</i>	Creates an engaging, collaborative work environment by bringing diverse people and ideas together.
<i>Entrepreneurship:</i>	Influences and Inspires

### **Embracing Our Guiding Principles:**

**VISION STATEMENT** – The vision for Tiffin University is to become *A premier university for challenging students to enhance their global competencies and 21st-century skills for success in a diverse world.*

**MISSION STATEMENT** – The mission of Tiffin University is to *educate students by linking knowledge to professional practice.*

**CORE VALUES** – The values of Interdependence, Communication, Accountability, Respect, and Entrepreneurship comprise the ICARE values of Tiffin University.

*Tiffin University provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. While we strive for a diverse mix of candidates, all employment decisions are made without regard to race, sex, or other protected characteristics.*



*Tiffin University is an Equal Opportunity Employer*