

## BUS DRIVER/TRAINER

### Function of Job:

Under general supervision from designated supervisor, train and instruct drivers, and engage in operation of motor vehicles as assigned.

### Characteristic Duties and Responsibilities:

1. Provide on-the-road driver training and classroom instruction to new and prospective drivers to operate shuttle vehicles, campus-operated buses and charter coaches.
2. Develop training program which will result in trainee acquiring a Federal Commercial Driver's License (CDL).
3. Conduct National Safety Council Defensive Driving Course to achieve DDC certificate for all drivers.
4. Responsible for driver safety and evaluation of driver performance.
5. Attend personal refresher and training courses to keep training program current.
6. Operate buses to transport passengers over established routes according to set time schedules.
7. Operate vehicles to transport charter groups, including athletic teams, conferences and dignitaries, possibly requiring extended trips overnight.
8. Maintain statistical data for travel logs, passenger counts, mileage, monitor fare boxes.
9. Provide input for route changes and altering of time schedules.
10. Participate on the campus safety council/committees.
11. Perform related duties as assigned.

### Minimum Acceptable Qualifications:

1. High school graduation with five years of transportation experience as a trainer, driver or dispatcher.
2. Defensive Driving Course (DDC) certificate as an instructor.
3. Completion of advanced first aid course with capability of instructing basic first aid.
4. Knowledge of proper use of fire extinguishers.
5. Thorough knowledge of federal, state and local laws governing the operation of motor vehicles, in particular, buses carrying 40 to 60 passengers.
6. Possession of valid Federal Commercial Driver's License, minimum of class B with air and passenger endorsement.
7. Ability to deal effectively with the public.
8. Sufficient strength and physical dexterity to perform duties and responsibilities of this position.
9. Must pass drug and alcohol screening tests as mandated by Department of Transportation agency regulations.

### Additional Desirable Qualifications:

1. CPR training/certificate.

12/6/04  
System Approval

12/6/04  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

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