

Central Christian College of Kansas

Bus Driver

Status: Part-time, Non-exempt (hourly)

Reports to: Director of Facilities

Effective Date: as soon as filled

Location: McPherson, KS

JOB SUMMARY

A bus driver for Central Christian College is responsible for transporting students and employees safely to and from events in a commercial, mid-size, or small bus. The driver will recognize safety as a priority, yet promote a friendly atmosphere. Overnight accommodations and all meals during trips will be provided by the College. This position is on an as-needed basis and does not guarantee weekly hours.

EDUCATION & EXPERIENCE

- High School diploma or GED
- Valid CDL with passenger and air brake endorsement with safe driving record
- Background check, drug screen, and physical readiness test required

ESSENTIAL DUTIES

- Transport students and employees safely
- Operate a large passenger bus and people mover (shuttle bus)
- Obey all traffic laws
- Keep bus clean and in proper operating condition, including: making minor repairs or adjustments as needed, checking tire air pressures, checking fluid levels, and notifying supervisor of any servicing that may be required.
- Observe all mandatory safety regulations for buses
- Perform a pre-trip inspection before starting each trip and notating it in log book. This includes accurate mileage/trip log for periodic review and audit.
- Enforce code of conduct for passengers. Report undisciplined passengers to appropriate College employee
- Travel throughout the Midwest (Kansas, Oklahoma, and Texas mostly) with longer trips sometimes required due to regionals or nationals
- Report all accidents and complete required reports
- Regulate environmental controls to maintain comfort

REQUIRED SKILLS & ABILITIES

- Model an active and growing personal relationship with Jesus Christ in alignment with the College's lifestyle and doctrinal position
- Ability to troubleshoot and use critical thinking skills in the event of an emergency
- Ability to manage trip travel to ensure passengers arrive at scheduled time
- Knowledge of how to read a map and/or use GPS
- Strong interpersonal skills, including the ability to establish and maintain cooperative and professional working relationships with others.

PHYSICAL REQUIREMENTS

- Can be exposed to moderately loud noises
- Ability to stand, sit, crawl, crouch, balance, stoop, bend, kneel, or climb

- Able to lift up to 50 pounds
- Arm hand steadiness, finger dexterity, manual dexterity, multi limb coordination, use hands or fingers to feel objects, tools, or controls

SECURITY DISCLOSURE

Central Christian College of Kansas (CCCK) strives to provide a safe study, work, and living environment for its faculty, staff, volunteers and students. To support this environment and comply with applicable laws and regulations, CCCK conducts pre-employment background checks on final candidates. Offers of employment are contingent upon the successful completion of a background check. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of the College, it is reasonable and prudent to do so.

NOTICE OF NON-DISCRIMINATION

The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).