

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Driver (DRVER)

I. JOB INFORMATION

Job Title: Driver (DRVER)

Job Class: 750580 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general supervision, safely transports University students, employees and visitors.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Drives equipped buses and vans to transport passengers on campus, in/or out of state charter trips. Provide assistance to disabled persons in loading, unloading to ensure safety for travel. Operates manual jacking gear properly to stow lift for transport and repair.**
- **May operate cars, passenger vans, cargo vans or trucks to transport passengers, material and supplies.**
- **Inspects, services, cleans and maintains buses, vans and other vehicles. Prepare mileage, fuel, passenger and other reports.**
- **Pumps gasoline and diesel fuel, checks oil and water fluid levels, provides routine under- the-hood service inspections and cleans windshields on university vehicles brought in for service.**
- **Perform routine cleanup operations in the service area such as sweeping and mopping floors.**

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or equivalent, and three years of full-time bus driving or equivalent vehicle experience are required. Experience must include a minimum of six months experience in the routine care and maintenance of vehicles, or three months training or education in auto maintenance or auto mechanics. Must be able to read, write and comprehend common vocabulary.

V. WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment

and materials. Exposure to unpleasant odors and/or high noise levels may exist. There may be frequent exposure to extreme temperatures and/or weather conditions. Any combination of overtime, shift work, weekend and holiday work may be required. This position may be designated as essential and/or the employee may be required to provide a means to be contacted during non-duty hours for emergencies.

VI. WSU TESTING/EXAMINATIONS REQUIRED

The U.S. Department of Transportation requires a physical examination prior to employment and annually. Employees will undergo random, post-accident, reasonable suspicion, and return-to-duty drug and alcohol testing.

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must currently have possessed a valid U.S. driver's license for at least one year*.
- A valid Ohio Commercial Driver's License (Type A or B) is required.

*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.