

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Driver, Lead (DRVRL)

I. JOB INFORMATION

Job Title: Driver, Lead (DRVRL)

Job Class: 75059 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general direction, safely transports University students, employees and visitors. Provides leadership to other Drivers.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Provides functional work direction to other vehicle operators keeping the supervisor aware of potential problems. Assist the supervisor in the design and timing on new shuttle routes.**
- **Operates assigned vehicle in a safe and courteous manner; Assists passengers, including disabled persons, in and out of the vehicle; operates ramps, lifts and securement devices as needed; Operates manual jacking gear properly to stow lift for transport and repair.**
- **Operates 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.**
- **Takes call-ins, assigns routes, and takes charter requests as needed.**
- **Provides assistance in decisions regarding specifications on new equipment.**
- **Orders and maintains supplies. Provides customers with material samples and recommendations on material choices to meet customer needs. Determines material costs and purchases materials for project completion.**
- **Coordinates with other workers as needed to complete driver work within the overall scope of multi-trade projects.**

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, three years of full-time bus driving or equivalent vehicle experience, and demonstrated leadership skills 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.

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.