



JOB DESCRIPTION



INFORMATION

Job Title:	<i>Bus Driver</i>	EEOC Job Classification	Service Workers
		FLSA Classification	Non-exempt
Department:	Athletics	W/C Classification	9101 – Labor
Reports To:	Assistant Athletic Director	Effective Date	7/21/2021

SUMMARY

Advance the mission and vision of TMUS by shuttling coaches and athletes to team events.

ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operate TMU vehicle to pick up and transport personnel to and from local and long-distance destinations.
- Check and service vehicle to trips
- Sweep, clean and wash vehicle as necessary.
- Maintain trip records of mileage, gas and oil usage.
- May perform or assist in the servicing of vehicles by filling with gas, checking and replenishing oil and water, servicing batteries and tires, and washing windows.
- Pick up vehicles from various locations on campus for service or repair and return them on completion of work.
- Because of necessary fluctuations of workloads an incumbent in this class may be required, on an occasional basis and according to need, to perform duties outside their area at a level of skill the same as or lower than required by their ordinary assignment.
- Performs other related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Comply with all DOT regulations, including the ability to pass a drug test after an employment offer has been received.
- Must be at least 25 years of age and possess a valid California Class B Driver's License.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience required.
- At least two-years' experience driving multi-passenger vehicles.
- Knowledge of CA state and local laws governing the operation of motor vehicles.
- Proficient in Microsoft Office Suite or similar software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Travel with overnight stay expected.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.