



Position Title: DRIVER

Location All
Hours 19 hours/week
Security Sensitive Yes
Division Instruction and Economic Development
Department Mobile Instructional Units
Reports To Dean of Workforce Training
Revised Date 10/03/2017
Salary: Trailer: 18.00/hour
Bus: 15.00/hour
Van: 12.00/hour
Downtime: 10.00/hour

II. Education Requirements

High School diploma/GED

III. Qualifications:

Truck/Trailer/Van – Possess a Class A or B Commercial Driver License.
Bus – Possess a Class A or B Commercial Driver License with Passenger Endorsement,
Ability to present a positive image of the organization to members of the community.
Visual and auditory acuity within professionally determined normal ranges, with correction if needed. Manual dexterity sufficient to operate the truck, trailer and generator; conduct pre-trip inspections; and clean the truck, trailer and generator.
Must have effective organizational, problem solving, and time management skills.
Ability to comprehend and follow traffic signs required. Ability to perform responsibilities under pressure and in cases of accidents or other emergencies.



Successful experience working as an effective member of a team desirable.

IV. Essential Functions:

The Driver has the responsibility for ensuring the truck, trailer, or generator is clean and in proper working condition at all times; determine and follow safe and efficient routes; and maintain all transportation records required by CBC, the State of Texas, and/or the federal government.

V. Job Responsibilities:

Ability to work evenings, weekends, and/holidays.

Ensure the safe operation of vehicles, personnel and equipment.

Complete pre-trip inspection of vehicle, reporting any concerns to the Dean of Workforce Training, prior to driving the vehicle.

Ensure that communication devices are in proper working order prior to each trip.

Ensures that vehicle always has sufficient fuel.

In consultation with the Dean of Workforce Training, develop and follow efficient and safe routes.

Keep vehicles clean and free of debris.

Ensure vehicle is secure and locked, and keys are turned in.

Ensure that all auxiliary equipment (i.e. tables, chairs, and tablecloths) are returned to the proper location.

Ensure that all equipment is secure – check all straps, buckles, containers as required for safe transportation.

Maintain all records required by Coastal Bend College, the State of Texas, and/or the



federal government.

Ensure that all trip documentation is completed, filed, and closed out upon completion of trip.

Other duties as assigned.

VI. Other Responsibilities:

Will participate in Quality Enhancement Plan (QEP)

Will participate in College responsibilities such as Institutional Effectiveness Committee, Task Force, etc.

VII. Travel Requirements:

Travel will be required to all CBC Sites and Dual Enrollment partner schools, as well as to any other function/event as scheduled.

VIII. Environment:

Indoor and outdoor working conditions.

I have been presented with the job description for the position of:

Driver

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: _____ Date: _____