



faith baptist bible college
and theological seminary

JOB DESCRIPTION

Job Title: Athletic Team Driver

Department: Athletics

Reports to: Athletic Director, Assistant Athletic Director

EEOC Code: 7

JOB OVERVIEW

The Athletic Team Driver will be responsible for safely transporting the assigned athletic team to and from athletic event via the assigned team vehicle. The primary modes of transportation are the institutional 25 passenger buses, or occasionally a 15 passenger van. A class "C" CDL driver's license with a passenger endorsement is required to operate the buses. Previous bus driving experience is strongly preferred. Applicants must be at least age 25 to apply.

ESSENTIAL JOB FUNCTIONS

1. Safely drive the team vehicle in a timely manner to and from the assigned event.
2. Ability to assess and correct minor maintenance issues that may arise on a trip (wiper blades, jump start a battery, change a flat tire, etc.).
3. Ability to read and follow navigation equipment.
4. Ability to safely drive in inclement weather as necessary (snow, rain, etc.).
5. Ability to safely drive earlier in the morning or later at night as necessary.
6. Attendance as scheduled.
7. Punctuality
8. Obey traffic laws.
9. Ensure the safety of all passengers.
10. Assist passengers with getting on and off the bus as needed.
11. Perform inspections of the bus before and after each trip.
12. Attend vehicle orientation / safety meetings as required.
13. Record and report mileage after each trip.

SUPERVISORY RESPONSIBILITIES

This position does not have any direct reports.

CONFIDENTIAL INFORMATION

1. Before placing a person in this position, a background check is required.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to communicate in a professional manner with multiple groups of people including co-workers, coaches, and athletes.
2. Ability to arrive on time and complete tasks in an acceptable manner as assigned.
3. Attendance as scheduled.
4. Strong organizational and route planning skills.
5. Ability to follow instructions.
6. Clean driving record.
7. Age 25 or older.
8. Problem solving skills.
9. Class "C" CDL with a passenger endorsement.
10. Must be insurable.
11. Clean driving record with no at-fault accidents or traffic citations within the last five years.
12. Must be physically able to exert up to 50 pounds of force occasionally to move objects.
13. Visual requirements include vision from less than 20 inches and more than 20 feet with or without correction, color vision, depth perception, and field of vision.
14. Must be able to perform the following physical activities: Driving, climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, and repetitive motions.
15. Growth mindset, able to respond to feedback and make changes as necessary.

EDUCATION AND EXPERIENCE

1. At least 1 year previous bus driving or similar experience is strongly preferred.
2. High school diploma or equivalent.

ADA RELATED REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing and hearing: Read documents, computer screen, answer phone, communicate in person		x		
Standing and walking		x		
Climbing, stooping, kneeling, and lifting	x			
Dexterity: Utilize phone, typing, and writing	x			

NOTE

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

WRITTEN BY

DATE

APPROVED

DATE