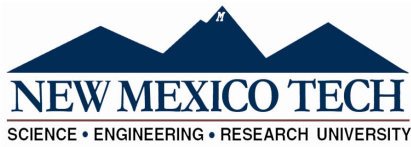


Posted: March 7, 2023



POSITION ANNOUNCEMENT

TITLE: BUS DRIVER

DEPT: PRTC

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$15.00-\$20.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Employee safely transports students in buses, vans and passenger vehicles to designated training areas and preferred designations. Prior to transporting ensures emergency exits and equipment are operational and properly maintain such as fire extinguisher, First Aid Kit, road side emergency kit. Maintain and clean buses, vans and vehicles. Maintain records for safety, maintenance and reports conditions of concern regarding maintenance needs such as brakes, tires, electrical.

JOB FUNCTIONS:

Drive buses, vans and passenger vehicles as scheduled. 60%
Performs pre-trip inspections and fills out appropriate paperwork, routinely inventories bus, van passenger vehicles, emergency and first aid supplies, equipment and reports any need. 20%
Routinely cleans buses, windows, mirrors and maintains interior. 10%
Other duties as assigned. 10%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. High School (or GED) level ability in spelling, grammar, composition and math. Commercial Driver's License w/ Bus Endorsement. One year driving experience. Must be able to perform minor mechanical repairs. Must be able to obtain certification in CPR. Commercial Driver's License with Bus Endorsement. Must pass pre-employment Drug Test.

DESIRED QUALIFICATIONS:

Communications Skills. Effective organizational, problem solving and management skills.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	O
50 - 100 pounds	
100 + pounds	

PHYSICAL DEMANDS:

Standing 20%	Sitting 50%	Walking 15%	Pulling
Pushing	Lifting 15%	Stooping	Kneeling
Crawling	Climbing	Reaching	Other

Apply to: nmtjobapps@npe.nmt.edu