



**Position Title:** Part-Time Shuttle Bus Driver  
**Job Code:** 8400-00E  
**Reports To:** Director, Campus Services

**Grade:** A4  
**FLSA:** Non-Exempt

**Job Description:**

The Part-Time Shuttle Bus Driver drives campus personnel and students to and from prescribed destinations.

**Duties & Responsibilities:**

- Picks up and delivers items
- Performs other duties as assigned

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

- Completion of eighth grade or demonstrated ability to read, write and understand written instruction
- Must possess a C.D.L. License with a clean driving record
- Must be courteous and patient
- Must be willing to work any shift, weekend and/or holidays
- Must have the ability to work in a multi-ethnic/multi-cultural environment

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name