



501 East 38th Street  
Erie, PA 16546

814-824-2000  
800-825-1926  
[mercyhurst.edu](http://mercyhurst.edu)

## Bus Driver

Location: Erie  
Department: Fleet  
Reports To: Transportation Coordinator  
Full/Part Time: Part Time  
Classification: Staff  
Closes: Open until filled

### JOB SUMMARY:

Safely operate a passenger bus that transports athletes and other approved persons to and from athletic events or other designated locations while adhering promptly to time schedules. Responsible for the preparation of records and basic reports on routine maintenance, mechanical malfunctions, accidents, and/or incidents with buses and/or equipment.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- x Operate the Mercyhurst fleet buses and follow assigned routes and adhere to set schedules.
- x Complete pre-trip and post-trip inspections and submit work orders as necessary
- x Observe all traffic laws and safety regulations for passenger buses.
- x Maintain accurate driver time logs.
- x Ensure proper fueling and cleaning of the fleet buses

- x Ability to sit/drive/maneuver buses for extended periods of time.
- x Ability to perform simple arithmetic calculations, to write clearly and legibly, and to prepare basic records and/or reports.
- x Mature, responsible attitude in dealing tactfully and congenially with the passengers; ability to work cooperatively with other employees and the public. Professionally represent Mercyhurst University at all times.
- x Considerable ability to communicate effectively and to follow both oral and written instructions.
- x Excellent work history and attendance record.

**PREFERRED QUALIFICATIONS:**

Strong followthrough skills, as well as, demonstrated ability to plan, organize, and control projects through to completion.

Ability to perform the essential functions of the position with or without accommodations.

**Work Environment**

Mental Demands: Maintain emotional control

Physical/Environmental Demands: Continual sitting, reaching, and repetitive hand/arm movements.

Ability to work indoors and outdoors, moderate exposure to extreme temperatures and vehicle fumes.

**Special Requirements**

Ability to work evenings and weekends.

Subject to a criminal background check prior to employment.

Subject to a MVR check prior to employment.

**APPLICATION PROCESS:**

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 ~~written~~ references to:

Human Resources  
 Mercyhurst University  
 501 East 38th Street

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Candidates must be currently eligible to work in the United States.