



**Position Title:** Driver  
**Date:** 11/20/2020  
**Target Start Date:** 12/04/2020

### **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.

### **Duties and 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.

## Other Duties:

Will participate in Quality Enhancement Plan (QEP) and in compliance with SACSCOC.

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

## Travel Requirements:

Will participate in Quality Enhancement Plan (QEP).

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

## Environment:

Indoor and outdoor working conditions.

## Minimum Qualifications:

High School diploma/GED.

## Preferred Qualifications:

Valid Texas Commercial Drivers License with approved endorsements and requirements per the Texas Department of Public Safety.

## Salary and Compensation:

Salary: Bus: \$18.00 per hour, Van: \$12.00 per hour, and Downtime: \$10.00 per hour.

<b>Location:</b>	All Campus Sites
<b>Job Classification:</b>	Non-Exempt
<b>Hours:</b>	19 Hours/Week
<b>Security Sensitive:</b>	Yes
<b>Department:</b>	Athletics
<b>Reports to:</b>	Athletic Director

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: \_\_\_\_\_