



# Staff Job Description

DATE	POSITION #	POSITION TITLE
2/19/2019	PS9976	PT Motor Coach Driver

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Administrative Services	Transportation & Fleet	Paraprofessional 4	FS9651

**STATUS:** Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: Choose an item.	Non-Bargaining: <input checked="" type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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Individual Position: <input type="checkbox"/>	Full-Time (40 hrs/wk): <input type="checkbox"/>	Part-Time: <input checked="" type="checkbox"/> _28_ Hrs/Week	Pooled Position: <input checked="" type="checkbox"/>	4 # of Employees if this position is pooled.
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**JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

Provide highly skilled and trained personnel to drive college owned or leased vehicles. The driver will transport college employees and/or students throughout 24 different departments from various campuses for athletic, academic, student and/or community events within Michigan and/or preauthorized states, as needed. The driver must have the ability to obtain a Commercial Driver’s License CDL (B) license and proper endorsements within a 3 month period after hire, as required by State of Michigan Department of Transportation. The driver will provide assistance to the Transportation & Fleet staff with maintaining 120 pieces of college owned fleet or equipment.

**DIRECT REPORTS:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

Type here

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	NO.	Essential Duties and Responsibilities
80	1	MOTOR COACH DRIVER •Drive College owned or leased vehicles from various campuses for athletic, academic, student and/or community events within Michigan and/or preauthorized states, as needed.

%	NO.	Essential Duties and Responsibilities
		<ul style="list-style-type: none"> <li>•Must have current the ability to obtain a Commercial Driver’s License (CDL) B license and proper endorsements within a 3 month period after hire as required by State of Michigan Department of Transportation.</li> </ul> <p>FLEET SUPPORT</p> <ul style="list-style-type: none"> <li>•Provide assistance to the Transportation &amp; Fleet staff with maintaining 120 pieces of college owned fleet or equipment.</li> <li>•Provide assistance transporting vehicles and related equipment (Bobcats, tractors, utility vehicles) for repair and service.</li> </ul>
20	2	Other duties as assigned by the Director of Auxiliary Services or Transportation Coordinator
	3	Type here
	4	Type here
	5	Type here
	6	Type here
	7	Type here
	8	Type here
	9	Type here
	10	Type here

**CORE COMPETENCIES:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

**Accountability & Dependability**

Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight by: showing up to work on time, and follows instructions, policies, and procedures; meeting productivity standards, deadlines, and work schedules. Acknowledges responsibility for mistakes and takes appropriate steps to make correction when appropriate. Meets expectations without making excuses. If problems arise with co-workers, address the issues promptly with the supervisor’s assistance when appropriate.

**Safety Focus**

Adheres to all workplace and trade safety laws, regulations, standards, and practices. Ensures work is performed in a safe manner at all times. Avoids shortcuts that increase health and safety risks to self or others. Maintains equipment and personal protective equipment in a safe working condition. Checks for and reports potential hazards or breaches of security plans while in the workplace or in the field.

**Teamwork**

Promotes cooperation and commitment within a team to achieve goals and deliverables. Praises the team and its achievement to others. Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first. Helps remove barriers to team productivity and success.

**Customer Focus**

Builds and maintains customer satisfaction through custodial services by: seeking ways to improve service delivery; assessing the quality of the services from the customer’s point of view; recognizing adverse customer reactions and developing better alternatives; emphasizing a team approach to providing great customer service.

**Diversity**



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**CORE COMPETENCIES:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

The ability to: exhibit tolerance of others; recognize the value of cultural, ethnic, gender, and other differences; understand the differences in and responds appropriately to others in the workplace; demonstrate trust in, sensitivity to, and mutual respect of others; recognize and manage personal biases.

**Multiculturalism**

Values open-mindedness, inclusion, multicultural perspectives and multiple ways of knowing, thinking and being by: helping create a work environment that embraces and appreciates diversity; sees the value of cultural, ethnic, gender, and other individual differences in people; strives to eliminate barriers to diversity; fosters a climate of inclusion.

**Tact**

Diplomatically handles challenging or intense interpersonal situations by working through difficult or awkward situations in a positive and professional manner. Exercises appropriate tact and discretion in conversations and sharing information with others.

**Knowledge:** of Federal Department of Transportation and State of Michigan laws and regulations related to the transportation of employees, students, and guests in non-commercial and commercial vehicles; of fleet maintenance and repair best practices;

**Ability:** to operate passenger vehicles, vans, trucks, and commercial buses safely and effectively; to work efficiently and effectively under the pressure of responding to emergencies; to demonstrate strong written and verbal communication skills in English; to demonstrate exceptional interpersonal skills; to operate MS Outlook, MS Word, MS Excel, operate commercial radio communication equipment.

**EDUCATIONAL/EXPERIENCE REQUIREMENTS:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

**Required**

- High School diploma required.
- Driver’s License Required.
- Ability to meet college insurance requirements for driving college vehicles required.
- Ability to pass annual CDL physical and drug tests for driver’s license required.
- Must have the ability to obtain Commercial Driver’s License (CDL) B license and proper endorsements within a 3 month period after hire as required by State of Michigan Department of Transportation.

**Preferred**

Type here

**PHYSICAL AND MENTAL REQUIREMENTS:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

**WORK ENVIRONMENT:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

### SIGNATURES

Supervisor's Name: Cynthia Rooker

Supervisor's Signature:



Date: 3/6/19

Dean/ELT's Name: Chris MacKersie

Dean/ELT's Signature:



Date: 3/6/19

HR Rep: Sydney Glasscoe

HR Rep Signature:



Date: 3/5/19



## Staff Job Description

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** *(The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to eh essential job duties for the attached job description.)*

**Position #:** PS9976

**Date:** 2/7/2019

**Supervisor's Position #:** FS9651

### Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
- Electrical equipment
- Plumbing equipment
- Other: [Click or tap here to enter text.](#)

### Mental Functions:

- Comparing (compare/contrast data, people, other data)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

### Audio/Visual/Aural Functions:

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- Near acuity (at 20 inches or less when accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)

- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up/down and right/left)
- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

#### **Movement, Strength, Repetition Functions:**

- Climbing
- Kneeling
- Reaching
- Balancing
- Crouching
- Grasping
- Stooping
- Crawling
- Picking/Typing/Keyboarding
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)
- Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)
- Medium (exert 21-50 lbs of force, walk/stand frequently)
- Heavy (exert 51-100 lbs of force, walk/stand routinely)
- Very Heavy (exert over 100 lbs of force, walk/stand routinely)

#### **Environmental Conditions**

- Weather (rain, snow, wind)
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
- Vibrations
- Extreme noises