

# The University of Texas at San Antonio

## Job Description

---

Job Title: Driver  
Code: 5459  
Salary Grade: 53  
FLSA Status: Non-Exempt  
Department/Division: Parking & Transportation/Business Administration  
Reports To: In accordance with specific departmental policies

---

## Summary

- Function: To provide skill in the operation of University shuttle buses and other vehicles.
- Scope: Responsible for the safe operation of University vehicles and excellent customer service to passengers.

## Duties

- Typical:
  1. Drives and operates University shuttle buses and other vehicles over assigned routes.
  2. Provides service to students, employees and visitors.
  3. Checks condition of vehicles and reports needed adjustments or repairs.
  4. Maintains mileage reports.
  5. Performs minor maintenance and cleaning of vehicles.
  6. Performs other duties as assigned.
- Periodic:
  1. Checks permits on vehicles entering and parked on campus; issues parking violation citations.
  2. Directs flow of traffic and parks cars.
  3. Issues parking permits.

## Education

| Required                    | Preferred |
|-----------------------------|-----------|
| High School diploma or GED. | N/A       |

***Other Requirements***

| <b>Required</b>   | <b>Preferred</b> |
|---|------------------|
| Valid Texas Commercial Driver's License (CDL) Class B with Air Brake and Passenger Endorsements | N/A              |
| Driver's license history check  |                  |
| Criminal background check.  |                  |

***Experience***

| <b>Required</b>   | <b>Preferred</b>                                 |
|---|--|
| Two years of commercial driving experience including a minimum of one year of experience driving a passenger bus. | Two years of experience driving a passenger bus. |

***Equipment***

| <b>Required</b>           | <b>Possible</b> |
|---------------------------|-----------------|
| Passenger buses and vans. | N/A             |

***Working Conditions***

| <b>Usual</b>  | <b>Special</b>   |
|---|--|
| Conditions commonly associated with operating passenger vehicles. Extended periods of time sitting. | Occasional evening and/or weekend assignments may be required. |
|   | Exposure to outside weather conditions.                        |

***Supervision***

| <b>Received</b>                                | <b>Given</b> |
|--|--------------|
| General supervision from immediate supervisor. | N/A          |

***Accuracy***

|  |
|--|
| Proficiency in all phases of the duties performed. |
|--|

***Security Sensitive***

|   |
|---|
| Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code. |
|---|

***Internal Control***

|   |
|---|
| Within the scope of position duties, responsible for seeing that operations are effective and |
|---|

efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.