



# CAREER OPPORTUNITY

Make San José State University Your University of Choice

## Position Information

Posting Date: May 5, 2008  
Working Title: Shuttle Bus Driver - 20 hours/week (10/12 pay plan)  
Reporting Unit: Parking Services, University Police Department  
Requisition Number: 13361  
Salary Range: \$1,327 - \$1,991/month (based on part-time and 10/12 pay plan)  
Hiring Range: \$1,327 - \$1,519/month (based on part-time and 10/12 pay plan)  
Excellent Benefits Package: [California State University Employees Union\(CSUEU\) Benefits Summary](#)  
First Screening Date: May 20, 2008  
Applications received after the first screening date will be considered at the discretion of the University.  
Position Classification: Heavy Equipment Operator/Bus Driver  
Bargaining Unit: California State University Employees Union

**\*\*First Screening Date Extended: May 30, 2008\*\***

## About the Position

Parking Services is a division of the University Police Department responsible for special event parking, alternative transportation, shuttle program, parking enforcement, citation processing, fines collection, and much more. Under general supervision, the Shuttle Bus Driver transports students, faculty, and visitors from the South Campus Park and Ride Lot area to the main campus and back.

Responsibilities include but are not limited to:

- Drive shuttle buses while complying with applicable laws and regulations
- Collect and record statistical data on ridership, complete daily inspection reports, and weekly log
- Maintain fuel level and cleanliness of buses
- Report suspicious circumstances/safety hazards in parking facilities and designated bus route
- Assist with parking facility maintenance and/or general office duties when not driving (Typically spring break, 3 weeks in January and 3 weeks in August)

**Work schedule varies according to operational needs and may include evening hours.**

**Working months are August through May.**

## Qualifications

Equivalent to one year of paid or regularly assigned driving experience, preferably requiring a Class B license. Must possess a valid California Class A or Class B driver's license endorsed for passengers and air brakes, a valid medical certificate, and a good driving record. One year of bus driving experience preferred.

The ideal candidate will have a positive and helpful attitude conducive to the higher education environment, be extremely reliable, punctual, and have strong oral communication, and excellent customer service skills. Additionally, the incumbent will have the ability to operate assigned equipment safely and efficiently, access traffic patterns and make route adjustments to facilitate bus services, and ability to successfully complete the CSU Defensive Driver Training Course.

## Required Application Material

- Résumé
- SJSU Employment Application: [PDF version](#) [MS Word version](#)

## Note to Applicant

Evidence of degree(s) or certification(s) may be required at time of hire. Every applicant who reaches the final level of interviews will be required to submit their fingerprints to the Livescan Prints

Service through the University's Police Department. SJSU will pay all costs associated with this procedure.

### **Equal Opportunity Statement**

SJSU is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, gender status, marital status, pregnancy, age, disability, or covered veteran's status consistent with applicable federal and state laws. Reasonable accommodations will be provided for applicants with disabilities who self disclose.

For the [SJSU Annual Safety Report \(www.sjsu.edu/safetyreport\)](http://www.sjsu.edu/safetyreport)

### **Contact Information**

[Human Resources \(www.sjsu.edu/hr\)](http://www.sjsu.edu/hr)

One Washington Square • San Jose, CA 95192-0046

Phone: 408-924-2250 • Fax: 408-924-2257 • Email: [hrsg@sjsu.edu](mailto:hrsg@sjsu.edu)

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## **University Shared Values**

### **Learning**

Valuing education and promoting life-long learning.

### **Student and Employee Success**

Placing our highest priority on academic success and personal growth.

### **Excellence**

Setting the highest standards in all we do.

### **Integrity**

Being honest, fair and accountable for our actions.

### **Diversity**

Respecting diversity and recognizing the strength this factor brings to our community.

### **Community**

Valuing collaborative relationships.