

Job Title: Motor Coach Driver

Reports to: Director of Facilities

Job Type: Full-time/Part-time/TAR

Rate of Pay: \$30.00/hr

Job Summary: As a Motor Coach Driver for Roberts Wesleyan University, you will be responsible for safely transporting passengers to their destinations while providing exceptional customer service. You will operate a motor coach or large bus, ensuring the safety and comfort of passengers throughout the journey.

Responsibilities:

1. **Safe Driving:** Operate a motor coach or large bus in a safe and responsible manner, adhering to all traffic laws and regulations.
2. **Passenger Safety:** Ensure the safety and well-being of passengers during the entire trip, including boarding, in-transit, and disembarking.
3. **Route Knowledge:** Familiarize yourself with assigned routes and destinations, ensuring on-time arrivals and departures.
4. **Vehicle Maintenance:** Conduct pre-trip and post-trip inspections to ensure the bus is in good working condition, reporting any issues to the maintenance department.
5. **Customer Service:** Provide excellent customer service by assisting passengers with boarding and disembarking, answering questions, and addressing passenger concerns.
6. **Emergency Response:** Be prepared to respond to emergencies, including accidents or breakdowns, by following established protocols and ensuring passenger safety.
7. **Cleanliness:** Keep the motor coach clean and well-maintained, both inside and outside.
8. **Compliance:** Comply with all company policies, procedures, and safety regulations, including drug and alcohol testing as required.
9. **Communication:** Maintain clear and effective communication with dispatch, fellow drivers, and company management.

Qualifications:

1. High school diploma or equivalent.
2. Valid Commercial Driver's License (CDL) with passenger endorsement (Class B or higher).
3. Clean driving record with no major traffic violations within the past three years.
4. Previous experience as a bus or motor coach driver preferred.
5. Knowledge of New York and surrounding areas.
6. Strong communication and customer service skills.

7. Ability to handle stressful situations and emergencies calmly and professionally.
8. Physical fitness and stamina to sit for extended periods and assist passengers with luggage.
9. Excellent time management and organizational skills.
10. Willingness to work flexible hours, including weekends and holidays.

Additional Requirements:

1. Pass a background check and drug/alcohol screening.
2. Complete company-specific training programs.
3. Maintain a professional appearance and demeanor at all times.
4. Adhere to company dress code and uniform policies.