

Bus Driver, Parking and Transportation Services
University at Buffalo, The State University of New York

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Posted Dec. 8, 2023, set to expire Aug. 4, 2024

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| Job Title | Bus Driver, Parking and Transportation Services |
| Department | Parking and Transportation Services |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | Dec. 8, 2023 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Facilities/Maintenance/Transportation |
| Job Website | https://www.ubjobs.buffalo.edu/postings/46957 |

Apply By Email

Job Description

Bus drivers drive full-sized passenger buses and are responsible for the welfare and safety of their passengers and bus. [Parking and Transportation Services](#) transports over 2 million students and other university members each year. We are looking for responsible bus drivers to help us support the university's mission, by providing the means to get to class, labs, libraries, work and off-campus activities.

Key Responsibilities Include:

- Driving a full-sized passenger bus both on and off state property in order to safely transport members of the university community and others using university transportation services and following the Vehicle and Traffic Law as it applies to the safe and legal operation of vehicles.
- Physically operate assigned vehicles safely and effectively under various road conditions.
- Perform routine maintenance of passenger buses which may include washing and cleaning

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vehicles; changing tires and checking tire pressure; checking fluid levels, including in braking system; check operation of windshield wipers, horn, lights and replacing as appropriate.

- Knowledge of routes to specific locations on the university transit schedule and other locations as assigned. May map routes and itineraries for shuttle service operations and assess drop-off and pick-up locations (points of call) and estimated times of arrival.
- Post manifests, inventories, and other records of people transported. Maintain written record of trips, passenger counts, mileages, stopovers, purchases of gasoline, oil and other materials.
- Operate communications equipment to monitor road, weather and traffic conditions while communicating with supervisors and other drivers for the purpose of exchanging information.
- Effectively communicate with members of the campus community in a customer service-friendly, helpful manner.

Our Mission and Vision

Parking and Transportation Services is dedicated to balancing the demand of parking allocation and transportation alternatives to best serve the university community.

We aspire to:

- Continually enhance the level of service to our customers with transportation efficiency, e-business innovations, outreach and courteous interpersonal interactions.
- Fairly enforce parking regulations to provide orderly and safe parking for our campus community and constituents.
- Support the university's mission by providing the means to get to class, labs, libraries, work and off-campus activities.
- Advocate for sustainability by exploring and providing transportation alternatives and programs to reduce single occupancy vehicles.
- Deliver high quality service to our university.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness.

Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research,



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creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact