Charter Bus Driver  
Job Description

**DIVISION/DEPARTMENT:** Office of Business Affairs  
**DATE TO BE FILLED:** Immediately  
**SALARY:** Commensurate with Experience

**SUMMARY**
The driver will operate the charter buses to transport passengers for trips and tours. Drivers are responsible for the safety of the passengers and must observe all traffic laws and COVID 19 safety protocols. Your schedule must be flexible, including any day of the week or hour of the day as this position is an on call or as needed basis. At times you may be away from home for seven or more days at a time.

**QUALIFICATIONS**
- High school diploma or equivalent
- Training and experience-at least 1 year of driving experience
- CDL license is required.
- No more than one (1) moving convictions/accidents in the past three (3) years. (Speeding, tailgating, improper passing, failure to yield, illegal turns, running a red light/stop sign are examples of moving violations)
- No license suspensions in the past ten years (suspensions for physicals, insurance lapses, failure to pay fine and failure to appear are exempt under the ten-year rule)
- No driving convictions related to alcohol or illegal drugs

**RESPONSIBILITIES**
- Operate Charter buses safely on various routes and assignments,
- Park the vehicle where it is easily accessible for passengers who need to board and depart the bus.
- Perform inspections of the coach for safety and ensure that maintenance is performed.
- Maintain relevant paperwork and documentation as required.
- Contribute positively to the team centered work environment.
- Inform passengers when the vehicle has arrived at its destination and convey relevant information regarding breaks, delays, and other events.
- Load and unload luggage weighing up to 50 pounds from the vehicle’s storage compartment without aid.
- Assist passengers on and off the bus as needed.

**SPECIAL INFORMATION**
The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

**ABOUT US**
Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution, affiliated with the United Methodist Church. Founded in 1866, the college has 900 plus full and part-time students and 47 faculty members representing diverse, social, cultural, ethnic, racial, and national backgrounds. The campus is located 35 miles east of Memphis, TN.

**RUST COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**
Rust College values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The college does not discriminate based on race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran in its activities, programs, or employment practices.
To apply, persons interested in the above position should submit a resume along with a letter of interest to: careers@rustcollege.edu

Mrs. Angela Williams, HR Manager
Rust College
150 Rust Avenue
Holly Springs, MS 38635

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