

JOB TITLE: MOTOR COACH OPERATOR

JOB FAMILY: AUXILIARY SERVICES

BAND: F

FLSA: EXEMPT

JOB CODE: 11590

ESSENTIAL DUTIES & RESPONSIBILITIES :

Drives for the Campus-to-Campus (C2C) program.

Responsible for training new Operators with ride along.

Safely operate a motor coach and other passenger vehicles, while adhering to specified routes and schedules.

Adhere to federal, state, and local traffic laws, and Cornell University policies and procedures.

JOB PROFILE :

MINIMUM EDUCATION : High School diploma or equivalent.

MINIMUM EXPERIENCE: 2 but less than 4 years of experience or equivalent.

IMPACT: Accountable for activities which have a significant impact on operations, resources or the University's reputation.

CONTACTS INSIDE THE UNIVERSITY: Provide guidance to others and coordinate activities

CONTACTS OUTSIDE THE UNIVERSITY: Provide information that exists within pre-established documents or programs.

CONTACTS WITH STUDENTS: Occasional contact to provide information and instruction.

SUPERVISION GIVEN: Provide on-the-job training and guidance to others that do similar work.

COMPLEXITY: Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment

LEVEL OF DECISION MAKING: Responsible for making decisions within prescribed limits and/or providing input to others for decision-making

EFFECT OF DECISION MAKING: Directly affects an entire department. Moderate effect on students and employees

FREEDOM OF ACTION: Little direct supervision of activities, with considerable latitude for exercising judgment and self-direction.

WORKING CONDITIONS: Normal working conditions, including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required.

A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA