



## ASOC Bengal Bus Manager

### *ASOC Bengal Bus*

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*Fall 2024- Spring 2025*

**Duties/Responsibilities:** The Bengal Bus Manager is responsible for coordinating all Bengal Bus operations, including daily shifts from 6pm-10pm, airport shuttles, Target Tuesday, wildcard trips, and any other transportation that the manager sees fit. This job involves frequent communication with Bengal Bus drivers, SLICE Office, Facilities, the student body, parents, and other departments at Occidental College. The manager position is also responsible for managing the budget as allocated by ASOC. Specific responsibilities include

- Recruiting, interviewing, hiring, and training new drivers.
- Scheduling shifts.
- Completing a *Vehicle Request and Authorization Form* for each vehicle rental.
- Promoting Bengal Bus through social media and email communication.
- Gathering information about ridership to maximize efficiency of Bengal Bus transportation (surveys, one-on-ones with drivers, etc).
- Supporting transportation logistics for academic and club trips.
- Leading staff meetings and acting as a point-person for any questions/concerns from drivers throughout the semester.

**Qualifications:**

- Prior experience working as a Bengal Bus driver is preferred.
- Strong communication and organizational skills.

**Start date:** August 27, 2024

**End date:** May 9, 2025

**Work Schedule:** TBD, schedule will be determined based on academics & requests

**Hours Per Week:** up to 10

**Starting pay rate:** \$17.28 per hour (Effective 07/01/2024)

**Work Award:** No

To apply, please submit student employment [application](#) to [tmorales@oxy.edu](mailto:tmorales@oxy.edu)

