Saint Michael's College
Job Description

Job Title: Part-time Weekend Shuttle Van Driver

Department: Facilities, Transportation

Supervisor or Manager: Assistant Director of Grounds and Special Services

Date Created: 12/13/05  Last Revised: 12/13/05  FLSA Status: NE

Approved by (print name): ________________________  Signature: ________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Shuttle van transportation services are provided for College employees, students and visitors including special events and park-and-ride operations, ensuring a reliable transportation system and passenger safety
- Equipment is monitored and limited preventative maintenance is performed
- Information and public awareness assistance is offered to bus passengers and College community
- Shuttle van is kept clean, neat and uncluttered

Essential Duties and Responsibilities:
- Drives a College-owned shuttle van, providing safe and efficient transportation to the College community and its visitors
- Performs routine vehicle inspection and maintenance including checking the oil, fuel, brakes, lights, windshield wipers, and water/tire pressures
- Provides information and other general assistance to the College community and its visitors
- Maintains records of work performed: makes timely reports of accidents, incidents, and unusual occurrences

Secondary Responsibilities:
- Assists with training of new staff
- Performs miscellaneous job-related duties as assigned

Positions Supervised:
- None

Position’s Major Contacts:
- Students
- Faculty/staff
- Security
- Occasional visitors

Demonstrates Excellence in this Position:
- Handles interactions with passengers respectfully, tactfully and patiently
- Understands/follows safety procedures and enforces basic passenger safety
- Maintains excellent driving record in all types of weather and operates a loaded passenger van safely and efficiently
- Displays knowledge of basic vehicle inspection and preventive maintenance, which is consistently recorded
- Is reliable and flexible with schedule and accomplishment of job responsibilities

Education and Work Experience Required:
- High school diploma or equivalent, plus
- Minimum of 1 year of prior commercial vehicle driving experience preferred
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Analytic Skills Required:
- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.

Language and Literacy Skills Required:
- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

Computer/Technology Skills Required:

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Licenses, Certifications and Other Requirements:
- Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy
- Valid Commercial Driver’s License with passenger endorsement

Physical Demands:
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Part-time Weekend Shuttle Van Driver, the employee is occasionally required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
- Ability to work a part-time weekend position on Saturdays and Sundays from 10:30 A.M. to 4:00 P.M (will be determined by supervisor each semester and may require working extra hours on occasion) that begins in September and ends with the academic year in May, excluding days and weeks when the shuttle van does not operate because of College breaks
- Mandatory submission to random drug and alcohol testing at either pre-employment, where there’s reasonable suspicion or post-accident during an investigation
- Availability for basic annual training in Driver Safety, Hazardous Communications, Lock out/Tag out, Ergonomics, Personal Protective Equipment, Blood Borne Pathogens (all training will be provided by St. Michael’s College)
- Good communication skills, both orally and in writing

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.