

3/10/18

Shuttle Driver

Contact: Mike Tucker

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General Description

Shuttle driver 18 years of age or above, provide member shuttling services and operate the shuttle van from parking lots to the facility entrance, helping passengers with loading and unloading bags, driving safely and adapting to road conditions, and communicating with members. Holding a valid driver's license is a mandatory requirement for this position, good driving skills, customer service, and time management.

Duties and Responsibilities

- Report to work appropriately dress and ready to work
- Provide excellent customer service and communication skills
- Interact with members in a friendly and respectful manner
- Maintain the safety of all members who utilize the shuttle van
- Ensure members' safety and satisfaction
- Use appropriate language at all times
- Must be willing to work flexible shifts, weekends and holidays
- Assist members in loading and unloading their bags
- Assist passengers on and off the vehicle
- Maintain the cleanliness of the van, parking lot and facility
- Assist in directing traffic in the facility parking lots
- Attend all staff meetings and training sessions as assigned

Physical Requirements and Demands

- Stamina to sit for several hours at a time
- Conducts daily van inspection
- Hands-on experience driving shuttles or any kind of car
- Load and unload van
- Ability to drive in inclement weather

Education	Minimum education high school
Experience	1+ years experience preferred
Degrees, Licensure, and/or Certification	A valid driver's license and clean driving history is necessary
Knowledge, Skills, and Abilities	<ul style="list-style-type: none"> • Good knowledge of traffic rules and regulations • Transport members from parking lots to the facility entrance • Direct traffic in the facility parking lot • Implement and recognize safe driving techniques