Westmont College
Transportation Coordinator, 20 hours a week/9 months a year
Physical Plant

SUMMARY: Responsible for coordinating scheduling for the campus fleet, works with the Auto Shop daily, oversees the shuttle and dial-a-ride program and coordinates student drivers. Insures the College’s compliance with all CHP and DMV requirements

QUALIFICATIONS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE:
High School diploma or equivalent, 2 years supervisory experience required, at least 3 years of customer service experience and intermediate computers skills are required. Requires specific knowledge of methods, materials, tools, equipment, and safety measures for various types of vehicles and electric carts. Must have ability to communicate positively, exhibiting excellence in customer service with faculty, staff, students, parents, and vendors. Must have ability to email, be familiar with Excel, Microsoft Office, willingness to learn our School Dude work order system and Wheels reservation database system. Other requirements include organizational skills; ability to manage data, files and reports. The employee must be able to read and understand written instructions and technical repair manuals. Must possess a valid California class B driver’s license and an acceptable, current D.M.V. driving record.

SPECIFIC RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:
- Works with the front office staff, Auto Shop Mechanic, and other shop staff to determine the scheduling/completion of daily tasks and work orders.
- Oversees and coordinates the activities of the Shuttle and Dial-a-Ride programs, including the drivers.
- Ensures that all daily paper work and passenger count forms are maintained accurately.
- Coordinates motor vehicle pool use and vehicle rental pool. Maintains rental program records and assigns cars, vans, and trucks.
-Coordinates extra driving requests including special trips, athletic team trips and away games, and filling in for drivers that need to take time off.
- Reviews on a daily basis passenger trip logs & vehicle inspection sheets. Retrains drivers when trip logs are not maintained accurately.
- Recruits, screens and coordinates student workers for assortment of jobs including driving for a variety of college functions, shuttle program observation and reporting, and other physical plant student labor needs.
- Assists Supervisor in ensuring compliance with all Federal, State, and College policies, codes and laws pertaining to class B drivers.
- Ensures that all class B driver paperwork is completed in compliance with the State of California regulations.
- Maintains files for annual CHP inspection of vans and bus including D.M.V. pull sheets, logs and inspection sheets. Works closely with CHP representative during yearly inspections.
• Trains drivers on regulations related to Class B licensing, and paper work required by the D.M.V. and the State of California.
• Assists in special event activities or emergency situations as directed.
• Responds on an on-call basis for breakdowns as needed.
• Performs all other duties as assigned. At times may be required to perform duties such as moving and storage of furniture, supplies and equipment, equipment maintenance, cleaning of storage areas, etc.

Expectations for workplace demeanor include but are not limited to: working collaboratively and harmoniously with co-workers, customers and others by sharing ideas and resources willingly, constructively and positively; listening to and objectively and respectfully considering the ideas and perspectives of others; readily admitting and correcting personal mistakes; meeting commitments; keeping your supervisor and others who may be affected informed about work progress; addressing problems willingly and constructively to discover practical and lasting solutions acceptable to all parties; working promptly toward reconciliation and forgiveness during conflict; respecting the diversity of our community in words and deeds.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and taste and smell. The employee frequently is required to stand; walk; stoop, kneel, crouch, or crawl; and talk and hear. The employee is required to sit and complete computer work.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and is regularly exposed to fumes or airborne particles and vibration. The employee is frequently exposed to wet and/or humid conditions and toxic or caustic chemicals. The employee occasionally works in outside weather conditions and with explosives and is occasionally exposed to extreme heat and risk of electrical shock. The noise level in the work environment is usually loud.

**Reports To:** Transportation Manager

11.2011