

WESTMONT COLLEGE

Conference Shuttle Driver **Transportation/Conference Services**

Shifts: 30-40 hr/wk: Schedule varies – M-S Shifts runs between 8:00am--11pm. Sunday between 10am-10pm. (June 10 – Aug 11)

Summary: Transports Music Academy Fellows, faculty and staff between Westmont College and Music Academy campuses and various downtown locations. Shifts will be established at least 5 days in advance. Shuttle driver operates a 15-25 passenger vehicle.

Minimum Qualifications: Previous shuttle driving experience. Requires: a valid CA Class B driver's license; 25 passenger endorsement- (air brakes are not required), current medical certificate; and an acceptable DMV driver's record. Also requires the ability to read, write, understand and respond to instructions/directions in English. 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.

Preferred Qualifications:

- Ability to lift up to 50 lbs
- Excellent communication and interpersonal skills
- Excellent critical thinking and conflict-resolution skills
- Ability to work on a team and adapt to changing work priorities.

Essential Duties:

- Provides passengers with safe and timely transportation between campus and locations in the community according to a predetermined schedule.
- Regularly inspects vehicle for safety and ensures appropriate fuel level.
- Washes windows and ensures cleanliness of vehicle.
- Maintain required log of numbers of passengers riding during each time period.
- Performs all other duties as assigned.

Workplace Expectations

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. Westmont expects employees to avail themselves wherever necessary, demonstrating flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.

Physical Demands: 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 disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear, sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms. The employee is occasionally required to stand and stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 50 pounds if a tire must be changed on the

vehicle. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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 occasionally works near moving mechanical parts and may occasionally be exposed to fumes or airborne particles and toxic or caustic chemicals such as gasoline. Also may intermittently be exposed to outside weather conditions. The noise level in the work environment is usually moderate, but can become loud depending on the number of Fellows on the shuttle.

Reports to: Manager of Transportation and Director of Conference Services, along with the Music Academy Student Services Manager

Compensation: Hourly rate ranging from \$16-\$20/hr commensurate to experience

4.19