

MVNU Student Employment Job Description

JOB TITLE: Student Shuttle Driver

DEPARTMENT Facility Services

REPORTS TO: Russell Bray, Assistant Director of Facilities Operations

REQUIREMENTS:

- Recommended Education/Training: Completed 1 year of college education;
- Must be 20 years of age or older at time of hire;
- Expectations: Provide professional service to customers, safe and defensive operation of campus vehicle, and clear communication of activities and problems to supervisor;
- Special Requirements: Must have passed, or be able to pass, MVNU driving certification and driver's license background check;
- Attire on the Job: University Dress Standard as listed in the Student Handbook. Uniform shirt will be provided.

DUTIES (include but not limited to):

- Responsible for regularly scheduled shuttle transportation to and from campus during shift;
- Answers and responds to phone calls for ride requests;
- Conducts vehicle inspections and schedules repairs with Motor Pool Coordinator;
- Cleans vehicle interior and exterior as required;
- Effectively communicate specific student needs and concerns with Motor Pool staff, Director, and/or Campus Safety;
- Deliver written and verbal reports to the Director;
- Maintains quality level and inventory of equipment/tools;
- Other duties as assigned.

NORMAL WORKING HOURS and DAYS: One driver needed for the following shift:

- Monday/Wednesday/Friday: 9:00PM-11:30PM
- Alternate for Tuesday/Thursday: 9:00PM-11:30PM