



WESTMONT

Shuttle Driver – Full-time (40 hours/week; 9 months, 2:00 - 10:30 pm) **Transportation**

POSITION SUMMARY Transports students, faculty and staff between campus and various locations.

Qualifications: Previous bus driving experience desired. A valid CA Class B driver's license with 25 passenger endorsement would be preferred, (air brakes are not required), current medical certificate, an acceptable DMV driver's record, enrolled in DOT Clearinghouse with a clear DOT Clearinghouse Inquiry and pass DOT Pre-Employment process. 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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Also requires personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations.

Responsibilities:

- Provides passengers with safe and timely transportation between campus and locations in the community according to a predetermined schedule.
- Operates within Westmont College operating procedures and the DOT rules and regulations for commercial drivers with passenger endorsement and informs management when there is a compliance conflict or a potential for conflict.
- Keeps a record of all times worked and ensures all Hours of Duty Records are complete prior to driving and at end of shift, records all hours of employment from all employers in appropriate locations on Hours of Duty Record sheets and ensures that maximum Duty Time is within the DOT regulations and Westmont College operating procedures.
- Inspects vehicle regularly for safety and ensures appropriate fuel level.
- Washes windows and ensures cleanliness of vehicle.
- Keeps log book of number of passengers riding during each time period.
- 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 whenever necessary, demonstrating

flexibility and openness to new requests and responsibilities in order to foster an environment of collaboration.

- Performs all other duties as assigned by supervisor.

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 the 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; talk and hear. 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 students on the shuttle.

Reports to: Manager of Transportation

*** Pay Range:** \$18.00/hr - \$21.84/hr

** The pay range posted for this job opening reflects what Westmont College reasonably expects to pay for this position at the time of posting. Actual compensation will vary based on relevant factors such as work experience, education, training, skill level, and market conditions.*