



WESTMONT

The 955 Coordinator – 40 hours/wk, 9 months **Transportation Department**

Position Summary: Coordinates The 955 transportation service and transports students between campus and off-campus locations on a reservation basis. May occasionally assist with transporting staff and faculty, and driving a shuttle as needed (with a valid California Class B license).

Qualifications: Requirements include: HS diploma/equivalent; van or bus driving experience; 3 years providing exceptional customer service; intermediate computer skills; and personal affirmation of the Christian mission of Westmont College and the Community Life Statement and adherence to its behavioral expectations. Requires the ability to communicate positively and effectively, exhibiting excellence in customer service with faculty, staff, students, parents, and vendors; competence using Office Suite; willingness to learn and become proficient with ride request software. Other requirements include organizational skills; ability to manage data, files and reports; attention to detail and ability to meet deadlines. Also requires a valid and acceptable, current DMV driving record. Ability to use and monitor ride request technology on a computer, phone and tablet, and communicate digitally, concisely and courteously. Helpful, but not required, is a valid California Class B driver's license with passenger endorsement (air brakes not required) to assist with potential shuttle driving needs.

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.

Responsibilities:

- Provides passengers with safe and timely transportation between campus and locations in the community according to ride scheduling application.
- Organizes daily ride requests retrieved from software application when ride-grouping is necessary.
- Digitally communicates with students regarding ride requests and timing when necessary.
- Inspects vehicle regularly for safety and ensures appropriate fuel and oil levels.
- Regularly washes windows, vacuums and ensures cleanliness of vehicle.
- Works with automotive mechanic regarding regular maintenance on van.
- Assists with hiring, training and managing student drivers.
- Assists with shuttle driving when necessary and if appropriately licensed to do so.
- Covers student driver shifts when student drivers are unavailable, which could require working an evening or weekend shift.
- Assists with office tasks associated with The 955, such as logging daily passenger counts, creating schedules for holidays, answering communications from students.
- Other duties as assigned.
- Expectations for workplace demeanor include but are not limited to: regularly communicating with the supervising manager; 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 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 for long periods of time; 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 to assist students with luggage or 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. May also be intermittently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Reports to: Manager of Office Operations, Automotive and Transportation