



DATE ISSUED: 09/17
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Temporary Shuttle Driver

JOB SUMMARY

Operates and ensures safe passage for 12-passenger van to transport students, faculty, and staff from remote parking lot(s) to TWU Denton campus on a temporary basis. Responsible for ensuring pre and post inspection of vehicle is performed each day and that necessary maintenance is reported to FMC Automotive Services in a timely manner. Work is performed under general supervision. Work is reviewed for overall results obtained and evaluated by a merit based program within the University Staff Performance Evaluation System.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor, Automotive Services

Supervises: None

ESSENTIAL DUTIES - May include, but not limited to the following:

- Provides courteous client service and respond clearly, promptly and politely to guest questions, concerns or requests.
- Provides clients with assistance loading or unloading by offering and setting up or removing portable step.
- Provides shuttle service for TWU students, staff and faculty in a safe and timely manner to and from the designated parking lot to the designated drop off location on the Denton Campus.
- Provides reasonable luggage assistance as needed.
- Responsible for keeping to shuttle schedule in timely manner as is possible, given any traffic issues.
- Tracks and reports detailed daily ridership of shuttle and time worked to Supervisor, Automotive Services.
- Responsible for the daily upkeep and appearance of vehicle and for reporting any major problems to the FMC Automotive Services shop personnel.

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- Responsible for ensuring interior and exterior of vehicle is clean at the beginning and end of each shift and that the vehicle is properly fueled.

ADDITIONAL DUTIES

- Records time worked using methodology employed by FMC Automotive Services.
- Cleans and details other fleet vehicles when University shuttle is not necessary and/or offered.
- Performs other duties as requested.

EDUCATION

High school diploma or equivalent required.

EXPERIENCE

Three years minimum driving experience and ability to safely operate 12-passenger van or other Class C vehicle as requested.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

Must possess current Class C Driver's License and a safe driving record and be able to attain Driver's Authorization through Texas Woman's University upon employment.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Excellent communication skills and ability to provide courteous service for students, faculty and staff at all times.
- Ability to learn quickly and navigate throughout local area as necessary to safely transport passengers in as timely a manner as possible given current traffic conditions.
- Must be able to repetitively open and close van doors and lift and carry up to twenty five (25) pounds on a regular basis.
- Must be able to read, write and follow all State of Texas driving and TWU Policies and safety procedures when operating vehicles.
- Must have knowledge of and be able to follow all current traffic laws, ordinances, etc. that pertain to driving within the City of Denton.
- Ability to operate essential equipment that is necessary to perform the functions of this job.

- Ability to coordinate work with other employees and comprehend direct instruction from supervision as assigned.
- Ability to organize work effectively and exercise independent judgment based on an understanding of traffic laws and conditions as well as organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee must have the ability to be able to repetitively open and close van doors and lift and carry up to twenty five (25) pounds on a regular basis.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Exposure to weather and driving hazards. The noise level in the work environment is moderate to loud.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.