AUBURN
Human Resources

University Shuttle Van Driver

Job Description

JOB INFORMATION

Job Code	EB76
Job Description Title	University Shuttle Van Driver
Pay Grade	TR04
Range Minimum	$28,260
33rd %	$31,560
Range Midpoint	$33,210
67th %	$34,860
Range Maximum	$38,150
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/19/2022

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Parking & Transit Services

JOB SUMMARY

Reporting to the Transit Service Supervisor, the University Shuttle Van Driver provides a safe and reliable transportation service to faculty and staff. Ensures operations are performed in accordance with University.

RESPONSIBILITIES

- Safely operates state owned University vehicles while transporting passengers in accordance with all local, state, and federal traffic laws.
- Provides customer service and information to passengers as necessary in a polite and friendly manner which may include resolving customer issues.
- Ensures the University vehicle is clean and in safe condition reporting any problems or vehicle performance or maintenance issues immediately.
- Report any accidents or injuries according to the written policy.
- Assists with the training of new employees for driving techniques.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma	and	1 year of	Experience in transportation service and customer service.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of customer service skills	
Knowledge all local, state, and federal traffic laws	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting					X	
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching		X				
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.