



## POSITION DESCRIPTION SHUTTLE DRIVER

<b>Position Title:</b>	Shuttle Driver
<b>Employment Classification:</b>	Non-Exempt, Part Time Hourly
<b>Reports to:</b>	Director of Operations
<b>Department:</b>	Facilities
<b>Salary:</b>	\$18.50-\$19.50 per hour

### **JOB SUMMARY**

The Shuttle Driver primary duties are to transport Living Coast Discovery Center (LCDC) guests to and from the outer parking lot(s) the LCDC site, and to other LCDC related programs and events.

This part time position will work weekdays, weekends, and availability on holidays and occasional evenings as needed.

### **DUTIES AND KEY RESPONSIBILITIES**

Functions include picking up guests at the outer parking lots and transport them to the LCDC or vice versa, with occasional pickups at offsite location; follow a planned route according a time schedule; assist guests with their strollers, wheelchairs or other bulky items; assist disabled passengers get on and off the vehicle; perform and document daily inspections of assigned vehicles; recognize and report safety issues; keep of vehicles clean and presentable to the public; refuel vehicles at designated fueling locations.

Operate all assigned vehicles in compliance and provisions of the LCDC, regulations of the Department of Motor Vehicles (DMV) and California Highway Patrol (CHP); obey traffic laws according to state and federal transit regulations; carefully supervise the loading and unloading of passengers; operate the vehicles with the legal passenger limit.

Maintain a friendly and helpful demeanor at all times; build and maintain positive working relationships with co-workers, other LCDC employees and the public using principles of good customer service; perform related duties as assigned.

### **QUALIFICATIONS**

At least three years of commercial driving experience.

Possess a valid Department of Motor Vehicles commercial license class B and endorsements required to operate assigned LCDC shuttle vehicles and other passenger vehicles.

Pass medical examinations sufficient to meet the medical requirements for a Driver's Class B DMV Medical Certificate issued by the California Department of Motor Vehicles.

Pass drug/alcohol screening test in compliance with 49 CFR 653 and 654.



Possess valid certifications for Standard First Aid and Adult, Child, and Infant CPR/AED or be prepared to be certified within first 3 months of employment with training paid for by company.

Pass a LCDC background check.

**KNOWLEDGE, SKILLS AND ABILITIES**

Safe operation of commercial passenger vehicles; knowledge of traffic laws and safety regulations; knowledge of vehicle maintenance; strong driving record; ability to communicate effectively; strong customer service skills.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

On a continuous basis, sit and drive for long periods of time. See in the normal vision range with or without correction; hear in the normal range with or without correction. Ability to regularly bend, stoop, crouch, kneel, climb, balance, stretch, and reach; lift up to 30 pounds. Work is primarily performed inside a vehicle on private and public roads in some work outside of the vehicle an outdoor environment with; there is exposure to noise, dust, water, fuel, fumes, and cleaning agents.

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform.

**The Living Coast Discovery Center is an Equal Opportunity Employer.**

Please submit cover letter and resume in electronic format to Katharine Leon, directly at [Katharine@thelivingcoast.org](mailto:Katharine@thelivingcoast.org).