



The Saint Paul's Baptist Church

Job Title:	Driver	Job Category:	Staff
Department:	Varies	Job Code:	
Location:	Multiple	FLSA:	Non-Exempt
Pay Grade / Salary Range:		Travel Required:	Yes (local)
Reports To:	Directional Leader for Transportation	Position Type:	Part-Time

JOB DESCRIPTION

Summary:

The Shuttle/Van Driver is responsible for the safe and efficient transport of customers in passenger shuttles or vans to and from church, special events, and related activities following a preplanned route according to a definite time schedule.. Shuttle/Van Drivers must provide a superior customer service experience for each passenger. In this visible role, it is important that the Shuttle Driver maintains a positive attitude and professional appearance at all times.

Duties:

- Welcomes each passenger with a smile. Treats all passengers in a courteous, friendly and professional manner.
- Operates passenger vans/shuttles safely and efficiently.
- Follows scheduled routes, chartered routes or responds to requests from SPBC staff for unscheduled pick-ups or drop-offs.
- Kindly assists passengers in boarding and exiting the vehicle.
- Reports accidents, safety situations, vehicle condition, or damage in a timely manner.
- Inspects exterior and interior of vehicle at beginning of each shift for properly operating headlights, turn signals, brake lights, interior lighting, air conditioning or heating, mirror adjustment, properly inflated tires, windshield wipers, etc. prior to driving the shuttle/van
- Ensures that both inside and outside of the vehicle are properly cleaned.
- Responsible for keeping van or shuttle fueled.
- Accurately completes driver trip sheet for each shift with information including driver number, vehicle number, number of passengers, pick-up and drop-off times, mileage, destinations, etc.
- Performs other related duties as assigned

Education:

- High School diploma, GED, or equivalent

Knowledge, Skills, Abilities/Experience/Requirements

- Minimum two years of related experience, with an understanding of basic maintenance preferred
- Valid Virginia Driver's License required; commercial driver's license (CDL) preferred
- Must have acceptable driving record with no major traffic infractions
- Demonstrated knowledge of traffic and highway safety rules and regulations
- Must be able to exercise judgment under time pressure
- Ability to communicate effectively verbally and in writing
- Ability to read and understand maps, GPS and/or written instructions

Physical Demands:

- Sitting for extended periods, occasional standing, walking, and bending
- Able to bend, reach, climb stairs and grasp
- Assisting passengers onto and off of the van or bus with ease

Employee Signature: _____

Date: _____



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Last Updated By:	Interim HR Team Leader	Date:	2/2014
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