
Auburn University Job Description

Job Title: **University Shuttle Van Driver**

Job Family: No Family

Job Code: **EB76**

Grade TR04 \$25,600- \$34,600

FLSA status: Non-exempt

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.

Essential Functions

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

Supervisory Responsibility

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

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma
Experience (yrs.)	1	Experience in transportation service or customer service.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of customer service skills

Knowledge all local, state, and federal traffic laws

Certification or Licensure Requirements

Valid driver's license, clean driving record, and must pass the state driving exam to operate a state vehicle (DDC)

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, climbing or balancing, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires .

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/19/2022
