Shuttle Driver

Position Overview
The College of Charleston is seeking Shuttle Drivers to transport students and employees from Grice Marine Lab to the main campus and back on a continuous loop on weekdays when Fall classes are in session beginning on or about August 16, 2021. Available shifts are 7:45 AM until 1 PM or 12:45 PM until 6:30 PM, Monday through Friday, approximately 25-28 hours per week per driver. UPDATE 8/30/2021: The shifts listed above are flexible; if you are not available at exactly these times, we still might be able to work with you. We are specifically in need of drivers who are available on weekdays for the following shifts: 1) between the hours of 10 AM and 2 PM and 2) between the hours of 2 PM and 6:30 PM.

Primary Responsibilities

- Field duties (90%): The Shuttle Driver is responsible for safely operating the vehicle according to a set daily schedule and established routes while obeying laws, regulations, and rules of conduct. Must ensure that the bus is in good operating condition at all times, pick up and drop off students/employees as per the schedule, assist students/employees when necessary, and maintain order and security on the vehicle. It is critical for the Shuttle Driver to operate the vehicle in a safe manner, including during seasons of extreme cold, heat, and occasional rainy conditions.
- Administrative duties (10%): Manage the campus shuttle reservation app and ensure that riders are checked in as per the reservation policy. Maintain daily mileage logs as per State of SC fleet vehicle policy.

Minimum Requirements
The Shuttle Driver is required to have a valid driver’s license issued by South Carolina (or any other state if s/he has been a resident of South Carolina for less than 90 days) and a safe driving record. Must meet all requirements detailed in the College of Charleston Vehicle Use Policy, including mandatory driver training through the Office of Environmental Health and Safety. Must be computer literate. Must have excellent customer service and personal communication skills. Strong work ethic and reliability are a must. Must pass a SLED check.

Preferred Qualifications
Ability to sit for long periods and maintain intense concentration particularly in poor driving conditions. Ability to work in different weather conditions including extreme cold, extreme heat, and occasional rainy weather. Ability to operate the shuttle in a safe and responsible manner. Good decision making, stress management, time management, and communication skills. Ability to use a College of Charleston tablet/device to manage the campus shuttle reservation app and e-mail as required. Ability to interact well with members of the campus community and maintain daily records.

Supervisory Responsibilities
None

Salary Requirements
$15 per hour

Name of Supervisor
Sonya Allen, Parking Manager