CLARK ATLANTA UNIVERSITY
Job Description

Position Title: Shuttle Driver
Department: Public Safety
Reports To: Chief of Police

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):
To transport students to and from campus and other sites within designated route(s) and to ensure the safety of the student passengers while in a school vehicle. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class is responsible for the safe operation of a passenger van and for ensuring the safety of student passengers while meeting established bus schedules.

Examples of Duties and Responsibilities:
Drives a school transportation vehicle within a prescribe route(s) in accordance with time schedules; picking up and discharging students at designated stops. Transports students and staff on field trips to various locations; planning necessary route(s) and stops as needed. Maintains order and proper discipline of student passengers according to district policy. Conduct safety and operational inspection of assigned vehicle daily. Reports needed mechanical repairs when necessary. Services buses with gas, diesel fuel, and oil checks and when necessary fills tires and batteries. Performs periodical safety drills as required by law; completing necessary reports upon request. Maintains cleanliness of vehicle to ensure safe operating condition. Completes periodic mileage and other reports including passenger counts. Attends various meetings regarding safety, first aid and training updates as required. Attends driver-training programs to maintain current knowledge of Georgia Motor Vehicle Code and the Education Code as it applies to the operation of vehicles in the transportation of college students. Operates a two-way radio. Washes bus as needed. Performs related duties as required

Knowledge, Skills, and Abilities:
- A valid driver’s license and clean driving history
- Hands-on experience driving shuttles or any kind of sedan, limo or bus
- Ability to pass drug screening and DOT physical
- Excellent customer service
- Strong communication skills
- Able to work in a highly demanding environment
- Good knowledge of traffic rules and regulations
- Ability to work flexible shifts

Minimum Hiring Standards:

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<th>Education</th>
<th>High School or GED (Preferred)</th>
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<td>Years of Experience</td>
<td>Previous driver and/or customer service experience preferred</td>
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