

GFW SHUTTLE SERVICES

Job Description

Title Professional Shuttle Driver
Department(s) Operations
Reports to Operations Manager

Job Summary

Performs various tasks relating to the transport of passengers, vehicle maintenance and inspection

Summary of essential job functions

1. Operates company equipment safely and efficiently.
2. Follows specific regularly scheduled routes, charter routes or responds to requests from dispatch or management for unscheduled pick-ups or drop-offs.
3. Assists passengers in boarding and exiting vehicle. Loads and unloads luggage, packages and other items.
4. Transmits and receives communications over hand held device.
5. Monitors traffic and weather conditions and notifies dispatch of potential problems.
6. Reports accidents or other safety situations to dispatch.
7. Inspects exterior and interior of vehicle at beginning of each shift prior to moving vehicle.
8. Responsible for ensuring inside and outside of vehicle are properly cleaned and fueled on an ongoing basis.
9. Keep interior of vehicle neat and orderly.
10. Monitors vehicle condition and records malfunctioning items or damage on Daily Vehicle Inspection form and submits to Operations Manager
11. Accurately completes Daily Mileage Log for each shift with all needed information
12. Learns and provides guests and passengers with appropriate information regarding lodging, entertainment and attractions within service area.
13. Learns and remembers locations of various destination points serviced by the fleet including lodging, entertainment and attraction sites.
14. Treats all guests, customers, and other persons in a courteous, friendly and professional manner.
15. Also may be required to perform other related duties as requested.

Minimum requirements

Education: Prefer High School Diploma or GED
Experience: Shuttle experience preferred
Driving History: Minimum 5 years
Skill at: Good oral and written communication skills
Knowledge of: Greater Piedmont NC area
Licenses: Must possess a valid North Carolina driver's license.

Special Requirements: Must be at least twenty-five (25) years of age with a stable work history. No DWI, DUI, alcohol related, and /or reckless driving in last 10 years. No moving violations in the last 3 years. No preventable accidents in past 5 years. No felony convictions. Able to pass DOT physical, drug test and other evaluations. No drug related offenses. Must also be available to work flexible hours.

Abilities required

Must be able to lift and sustain a work load consisting of exerting up to 50 or more pounds of force to load, unload, or move objects.

Must be able to perform addition and subtraction to calculate mileage for completing Daily Mileage Log

Must be able to safely and efficiently operate company equipment

Must be able to communicate by telephone, email, and in person in clear fluent English in a courteous, friendly, and professional manner with customers, guests, co-workers and other persons.

Must be able to learn and remember pick-up and destination points serviced by the fleet including lodging, entertainment and attraction sites and be able to communicate these to guests, passengers or other persons.

Must be able to read, understand and complete Daily Mileage Log and Daily Vehicle Inspection forms

Must be able to read and understand inter-office communications, schedules or other documents.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

GFW Shuttle Services will provide the following:

- Business cards
- Company shirt
- Company email address

HR use only	
Job code	PD
Generic title	Driver
Pay grade	PM
Management? (Yes/No)	No
E/NE status	Exempt
Last revised	10/19/10