



**STUDENT LABOR POSITION DESCRIPTION**  
Most Recently Updated March 2004

Position Title: Van Shuttle Driver

Must Work 5 hrs/wk.

**1 Grade Level: 2-3**

**2a Description:** The following are the essential duties for a Van Shuttle Driver in the Campus Life Department:

- a. Drive the van shuttle to transport students on trips within Berea, to Richmond and Lexington as well as cultural/educational/leisure/recreational trips as designated by the Campus Life Department
- b. Be knowledgeable of and adhere to policies relating to transporting students in Berea College vehicle: (see policy guidelines for more detail)
  - \*All drivers must have defensive driving training or be 26 years of age and must have a valid drivers license
  - \*Obey all traffic laws; all traffic violations are the responsibility of the driver
  - \*Limit passengers to the number of seats; seat belts must be worn at all times
  - \*Passengers must be students, faculty, or staff and must present ID.
  - \*Report any vehicle damage to Facilities Management and Campus Life immediately; if after hours, please call (859) 985-3333
  - \*Use the gasoline credit cards for out of town travel only. Whenever possible, obtain fuel from the 24 hour fuel system at Facilities Management
  - \*Van should be returned to marked parking space in Kettering Circle and the clipboard, keys, and count clicker should be returned to the Alumni Building
- c. Be willing to work evenings and weekends
- d. Report any problems or observations to the Van Shuttle Coordinator and the Campus Life Office
- e. Perform other job-related duties as assigned

**2b Description:** the following are *possible additional* duties for this position:

- a. Help with keeping the van free of trash and debris

**3 Learning Opportunities:**

- a. Interaction with the various people who use the van shuttle
- b. Voluntarily participating in activities sponsored by this department

**4 Basic Qualifications**

- a. General: Defensive Driving
- b. Skill: Communication
- c. Physical: Able to drive
- d. Academic: Good standing

**5 Desirable Qualifications:**

- a. Strong communication skills
- b. Sensitivity to total student population

**6 Narrative Summary:**

A Van Shuttle Driver should have an awareness of the Alumni Building and the Campus Life Department functions, policies and procedures.