

**FACULTY STUDENT ASSOCIATION OF
TOMPKINS CORTLAND COMMUNITY COLLEGE
Hourly, 10-month position**

POSITION TITLE

Van Driver

GRADE

1

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ORGANIZATIONAL UNIT

Athletics and Recreation

REPORTS TO

Director of Athletics
and Recreation

APPROVED BY

Board of Directors
September 15, 2022

SUMMARY

The van driver is responsible for the safe and efficient transport of college students in a vehicle up to a 10-passenger van during the academic year (late August to early mid-May). This part-time position is responsible for providing transportation to and from the main campus for extra-curricular activities, grocery runs, non-emergency medical transports, and other special trips. Minimal autonomy and independent judgement are exercised in performing the job.

NATURE AND SCOPE

- Responsible for transporting students from off-site locations to the main campus and main campus back to off-site destinations.
- Maintains compliance with traffic and safety regulations in order to operate vehicles in a safe and courteous manner.
- Ensures the safety of students during transport, loading, and unloading from the vehicle.
- May facilitate access to and use of the vehicle by assisting passengers in boarding and exiting the van.
- Reports accidents, safety situations, vehicle conditions, or damage to the supervisor and the Office of Campus Police as appropriate per protocols.
- Inspects the exterior and interior of the vehicle at the beginning of each shift for properly operating, headlights, turn signals, brake lights, interior lighting, air conditioning or heating, mirror adjustment, properly inflated tires, windshield wipers, etc. prior to driving the shuttle/van.
- Ensure that both the inside and outside of the vehicle are properly cleaned.
- Responsible for keeping vehicle or van fueled.
- Provides an excellent customer service experience for each student treating all passengers in a courteous, friendly, and professional manner.
- Attends meetings, programs, and professional training as assigned.
- Represents the staff of the Faculty Student Association of Tompkins Cortland Community College.
- Other related duties as assigned.

MINIMUM OUALIFICATIONS

- High school diploma.
- Possession of a valid NYS motor vehicle operator's license at the time of appointment and maintain such license for the duration of employment. Must have no more than one (1) recordable violation in the past three (3) years. A DMV check is required prior to the appointment.
- This position is subject to a criminal background check.

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PREFERRED QUALIFICATIONS

- Ability to be sensitive to and respond to the needs/concerns of students, faculty, staff, and the public.
- Ability to work under pressure with a tolerance for interruptions and the ability to work with diverse groups of people.
- Ability to detect problems and report information to appropriate personnel.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Must successfully complete the college driver training course.
- Must be able to work outdoors in all weather conditions. Subject to inside and outside environmental conditions; subject to occasional extreme heat and cold. Required to safely and carefully operate vehicles for periods of time and during inclement weather in compliance with traffic safety regulations.
- Must report, within 24 hours, when the driver's license status has been affected by suspension, revocation, cancellation, lost privilege, or disqualification. Must notify supervisor of any conviction of any type of Motor Vehicle State or local law relating to vehicle control as occurred. Also, report any parking violations issued involving a College vehicle while in the driver's control.
- Ability to sit for a prolonged period of time.
- Ability to work weekend and evening shifts.
- Ability to send and receive electronic communications, i.e., Email
- Ability to communicate with staff via telephone or text.
- Ability to occasionally lift up to 25 pounds.
- Ability to climb, crouch, stand, walk, lift, talk, and hear.