**Saint Joseph African Methodist Episcopal Church**

**Job Title: Shuttle/Van Driver**

**Location: Multiple**

**Category: Staff**

**Pay Grade/Salary Range: $13.75-$15.00 per hour based on experience**

**Travel Required: Yes (local and occasional unrestricted)**

**Reports To: Trustee Leader for Transportation**

**Position Type: Part-Time**

**JOB DESCRIPTION**

**Summary:**

The Shuttle/Van Driver is responsible for the safe and efficient transport of customers in passenger shuttles or vans to and from church, special events, and related activities following a preplanned route according to a definite time schedule that is no less than two hours per shift. Shuttle/Van Drivers must provide a superior customer service experience for each passenger. In this visible role, it is important that the Shuttle Driver maintains a positive attitude and professional appearance at all times.

**Duties:**

• Welcomes each passenger with a smile. Treats all passengers in a courteous, friendly and professional manner.

• Operates passenger vans/shuttles safely and efficiently.

• Follows scheduled routes, chartered routes or responds to requests from SJAME Staff for unscheduled pick-ups or drop-offs.

• Kindly assists passengers in boarding and exiting the vehicle.

• Reports accidents, safety situations, vehicle condition, or damage in a timely manner.

• Inspects 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, reporting all repairs to SJAME Staff

• Ensures that both inside and outside of the vehicle are properly cleaned.

• Responsible for keeping van or shuttle fueled.

• Accurately completes driver trip sheet for each shift with information, including driver number, vehicle number, number of passengers, pick-up and drop-off times, mileage, destinations, etc.

• Performs other related duties as assigned

**Education:**

• High School diploma, GED, or equivalent

**Knowledge, Skills, Abilities/Experience/Requirements**

• Minimum two years of related experience, with an understanding of basic maintenance preferred

• Valid North Carolina Driver’s License required; commercial driver’s license (CDL) preferred

• Must have acceptable driving record with no major traffic infractions

• Demonstrated knowledge of traffic and highway safety rules and regulations

• Must be able to exercise judgment under time pressure

• Ability to communicate effectively verbally and in writing

• Ability to read and understand maps, GPS and/or written instructions

**Physical Demands:**

• Sitting for extended periods, occasional standing, walking, and bending

• Able to bend, reach, climb stairs and grasp

• Assisting passengers onto and off of the van or bus with ease

**Note:** Candidate must submit to a drug and criminal background screening.