Shuttle Driver

**JOB PURPOSE:**
Transports passengers to job sites, across campus and off campus for various purposes.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**
Operates various types of vehicles (passenger cars, pick-up trucks and vans) to transport passengers to job sites, across campus and off campus.

Inspect vehicle for proper operating condition. Checks fluid levels, tire pressures, and lights.

Maintains vehicle records and logs.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
Knowledge of various vehicle types, their operation and maintenance.

Ability to operate passenger cars, pickup trucks and vans.

Ability to know your location in relation to the environment or to know where other objects are in relation to you and the vehicle.

Ability to work in safe and efficient manner.

Ability to use a computer.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED.

**Experience:** One year driving experience.

**Certifications/Licenses:** Valid driver’s license and ability to be insured by Indiana University; Valid CDL may be required for some positions.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingering, talking, hearing, and seeing.
WORKING CONDITIONS:

Spends most time outdoors, frequent exposure to extreme hot or cold temperatures for one hour plus. Possible exposure to distraction/uncomfortable noise levels and vibration of body or extremities. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.