



JOB DESCRIPTION

Job Title: Shuttle Driver	Department: HopeWorks Administration
Reports to: Executive Director	Job status: Non-Exempt Rate of Pay: \$15 per hour

JOB SUMMARY

The HopeWorks Shuttle Driver will be responsible for transporting clients from HopeWorks to designated client work locations. In this position, the shuttle driver will be expected to operate shuttle vehicles in a safe and efficient manner, maintain a clean and well-organized vehicle, and provide exceptional support and customer service to passengers.

The Shuttle Driver should be able to use navigation applications to determine the best route and research and plan for traffic, construction and weather delays.

The Shuttle Driver must be available to transport clients for a day shift, morning shift or split shift which will begin and end at HopeWorks:

- Monday - Friday: 6:30am - 8:30am
- Monday - Friday: 4:00pm - 6:00pm

The HopeWorks Shuttle Driver should model HopeWorks values and ethics central to the HopeWorks mission of "Hope in Jesus Christ". To be effective in this position, one must be caring, empathetic, conscientious, confidential, culturally-sensitive and client centered. This individual should adhere to professional standards as outlined by rules and regulations governing the profession.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enjoy interacting with people, friendly and customer focused
- Must be accurate in following directions to various locations
- Safely operate shuttle to transport passengers to designated locations
- Adhere to all traffic laws and regulations while driving

EDUCATION & RELATED WORK EXPERIENCE

Requirements:

- Valid driver’s license
- Passenger endorsement preferred
- Must pass a drug screening and background check
- Must have a clean driving record

Years Related Work Experience:

- Three (3) years related work experience preferred

REQUIRED SKILLS AND KNOWLEDGE

	REQUIRED	PREFERRED
Safe driving record	X	
Supportive and missional communication skills: establishing a positive relationship with clients and staff.	X	
Strong organizational and time management skills.	X	
Time Management and Demonstrated ability to meet deadlines	X	
Patience and Courtesy	X	
Work as part of a team	X	
Flexible and adaptable in various situations and environments	X	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Able to remain in a stationary position, often standing or sitting for prolonged periods. Able to work with distracting noise levels, such as from client conversation and routine traffic navigation.

ACKNOWLEDGEMENTS

Creation Date: June 4, 2024

Revision Date:

Supervisor: I have approved this job description and reviewed with my employee.

Signature:

Date:

Employee: I have reviewed this job description with my supervisor and acknowledge receipt.

Signature:

Date:

Human Resources:

Signature:

Date: