

POSITION DESCRIPTION: Service Shuttle Driver

Academic Year	2018-19
Name of Position	Service Shuttle Driver (5) openings
Rate of Pay	\$8/hour (\$8.50 if 21 or older)
Hours per week	various
Supervisor name/title	Doniell Ericksen, Program Coordinator, Center for Community Engagement and Social Change
Application Instructions:	To apply, please email community.engagement@lawrence.edu and explain why you are interested in the position, how you meet the qualifications required, and how often you would like to drive.
Employment Start/ End	9/22/18 – 5/25/19

Summary of Essential Job Functions:

- Drive LU volunteers to various locations in the Fox Cities on Saturdays and Sundays weeks 2-10 of each term. We are seeking regular drivers to commit to 2 days/month or those interested in being on 'stand by' for weekday requests or as substitutes for weekend needs. You will be paid from drop off to pick up and are able to do your homework in between driving.
- Follow Warch Campus Center driver policies: pick up keys 30 minutes before departure, follow all regulations, fill the vehicle with gas, and return vehicle to campus.
- Track Service Shuttle usage and report to the Lawrence University Center for Community Engagement and Social Change.
- Complete all paperwork including a bi-weekly timesheet.

Minimum Requirements:

Must be eligible to be an LU authorized driver. Must...

1. be at least 18 years of age
2. have had license for at least 2 years
3. have a clean driving record

Abilities Preferred: Flexibility, clear communication, accurate accounting of your schedule

About the Service Shuttle: (go.lawrence.edu/serviceshuttle)

- Individuals and groups/student organizations can request shuttle service for Saturdays and Sundays, 9am-5 pm.
- Groups/student organizations who need shuttle service outside the available times are expected to consult with Campus Life staff.
- Seating on the shuttle is limited, but the Volunteer Center will make every effort to accommodate requests.
- LU vans can fit 7 passengers, while the LU mini bus (if available) can fit 14 passengers. If a volunteer site is nearby, you may be asked to consider multiple trips.

Disclaimer The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.