

POSITION DESCRIPTION: Service Shuttle Driver

Academic Year	2019-20 (LU Works Job #28666) (internal P3411P)
Name of Position	Service Shuttle Driver (4) openings
Rate of Pay	
Hours per week	various
Supervisor name/title	Sophie Leppanen – Fellow, Center for Career, Life & Community Engagement
Application Instructions:	
Employment Start/ End	

Summary of Essential Job Functions:

Drive LU students to volunteer opportunities in the Fox Cities community. Most shifts will take place between weeks 2-10 of each term, primarily on Saturdays & Sundays. We are seeking regular drivers to commit to 2 Saturdays/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.

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, comfortable driving in mildly adverse weather conditions, accurate accounting of your schedule, willingness to learn how to drive the 14 passenger shuttle (if eligible)

About the Engagement Shuttle:

- Individuals and groups/student organizations can request the engagement shuttle for volunteer trips on Saturdays and Sundays, 8am – 8pm.
- Seating on the shuttle is limited, but the Center for Career, Life & Community Engagement will make every effort to accommodate requests.
- LU vans can fit 7 passengers, while the LU mini bus (if available) can fit 14 passengers. You will need to take a 20 minute training to become certified to drive the LU mini bus. If a volunteer site is nearby, you may be asked to consider multiple trips, as needed.
- Service shuttle shift opportunities are sent out via email, and students secure shifts on a first reply basis.
- Details about each weekend’s confirmed trips are shared the Thursday beforehand.

SHUTTLE SCHEDULE

Saturdays	8am-8pm
Sundays	8am-8pm

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.