

Job Details  
Shuttle Driver

Address  
3945 Conley St.  
College Park, GA 30337

**Description**

Shuttle Driver  
Reports To: Operations/Area/Facility Manager  
Previous shuttle driving experience is preferred.  
CDL certified in the State is preferred.

**Scope of Position:**

Drives shuttle bus to and from the airport. Responsibilities include transporting customers in a courteous, safe, and efficient manner. Duties will include adherence to all federal DOT regulations regarding commercial vehicles and licenses including all proper pre-trip and post-trip inspections as required by the Department of Transportation and Park'N Ticket policies and procedures.

**Position Schedule:** The shuttle driver position may be a full-time or part-time position. The schedule and shift are subject to change to meet operational or client needs.

**Job Duties and Responsibilities include, but are not limited to:**

Shuttle Operations:

- Conducts the pre-trip inspection of the assigned shuttle bus before the start of every shift.
- Conducts a post-trip inspection of the assigned shuttle bus at the end of every shift and immediately report any deficiency to the supervisor.
- Follows proper fueling as stated in company policies.
- Assists all customers with luggage getting on and off the shuttle bus.
- Assists customers with any problems or special needs.
- Distributes lot location slips.
- Reports any suspicious activities to security as soon as possible.
- Driving to and from airport safely.
- Picking up and Dropping off customers in their vehicles safely.
- Communicate with dispatchers to insure efficiency.

**Physical Requirements of Position:**

- Ability to sit for long periods of time (up to 6 or 8 hours, less break);
- Ability to use hands and arms in repeated motions (opening manual passenger doors, steering the shuttle bus, etc.);
- Ability to perform pre- and post-trip inspection duties that may require stooping, bending, and other similar range of motions;

- Possession and maintenance of a current medical certification card as required by DOT regulations;
- Ability to lift 75 pounds; and ability to assist customers with luggage;
- Ability to perform pre- and post-trip inspections that may require stooping, bending, and other similar range of motions; may also need to put fuel into bus and check fluid levels which requires gripping and moderate range of arm motion;
- Ability to keep interior of bus free of debris and exterior windows free of snow; both activities may require wide range of motion of arms, bending, reaching;
- Driver is exposed to all types of weather conditions when moving outside the bus to assist customers

**Mental Requirements of Position**

- For safety purposes it is critical that the driver be alert at all times and follow safe driving procedures
- Must be able to follow instructions/routes and communicate via 2-way Radio

**Educational Requirements:**

High School Diploma or GED preferred, CDL certified in the State is preferred.

**Maintaining Proper Certifications:**

All drivers must remain compliant with federal and local CDL requirements and are required to report any situation that disqualifies them from having a CDL certification. Compliance includes, but is not limited to, random drug testing, post-accident drug testing, medical certification and driver records.