

University of Houston – Clear Lake

Position Description

Job Title: **Van Driver**

Job Code: **7820**

Pay Grade: **040**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	None.	
Experience	Twenty-one years of age or older and a minimum of five years driving experience	
License/Certification	A valid US driver's license.	Perferences given to those with driver training certificates, defensive driving certificates, or special chauffeurs licences.

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The UHCL Shuttle driver is responsible for driving the state and university owned shuttle van and consequently the safe transportation of students/staff/faculty to and from several stops on and off campus, Monday through Thursday. This position will serve as the primary driver and includes operating the vehicle in a safe manner, making simple safety inspections and reporting maintenance needs, fueling, recording miles and usage. This position is paid hourly and only reports for duty during the academic semesters. Variety of hours available, however required shifts are between 11:00 am - 8:30 pm. Some weekend hours required during special events. The shuttle does not run during semester breaks and official school holidays. Candidates selected for employment will undergo mandatory vehicular and criminal back ground check. This is a security sensitive position.

Duties and responsibilities

% Time

Driving the student shuttle/van service along the designated route and stops.	85
Making simple safety inspections and reporting maintenance needs, fueling, recording miles and usage.Placing marquee messages up on the university marquee sign. Driving for special events when personal schedule allows.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.