



Position: Shuttle Driver

Supervisor: Transportation Coordinator

Hours: 20 hours per week (non-benefitted .5 FTE)

Summary: Serve as a shuttle driver for transporting students to and from the Community at the Ridge to campus and the Black Mountain campus with positive, timely, professional, customer service. Shuttle service may include weekday, weekend, and/or on-demand as needed shifts depending on need.

Description of Duties and Tasks:

College Transportation Shuttle Service

- Deliver positive, timely, professional, customer service through shuttle service; Handle student concerns and direct issues to appropriate personnel
- Conduct Pre-Trip vehicle inspections to ensure safe Operation
- Drive Shuttle route - picking up and dropping off qualified passengers at established stops on route; route is generally a loop consisting of the same stop locations on a continual basis that services a specific off-campus property location or on demand as instructed
- Conduct post-trip vehicle inspections
- Attend and participate in safety meetings
- Clean Shuttle as necessary to maintain professional appearance and positive image
- Report required happenings to Transportation Coordinator in a timely manner
- Record and track mileage, fuel costs, and maintain daily usage log
- Any other duties as assigned by the Transportation Coordinator.

Qualifications/Expectations

- Valid driver license
- Successful completion of college driving examination and background check
- A qualified candidate will be able to affirm and support the vision, mission, statement of faith, and community life covenant of Montreat College found here: <https://www.montreat.edu/about/mission/>

Education/Experience: High school diploma or equivalent. Two years of college level course work preferred.

Application Process: Completed application <https://www.montreat.edu/wp-content/uploads/2017/08/application.docx>

Interested applicants are encouraged to email cover letter, resume, and completed application to: safety@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Additional locations in Asheville, Charlotte, and Morganton supplement the main campus. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.