



Crow Canyon Archaeological Center Job Description

Position Title:	Van Driver
Status:	Non-Exempt
Employment Status:	Part Time / On Call
Reports to:	Director of Campus Services
Approved:	4/17- dlf

Position Summary:

The Van Driver is responsible for transporting participants to and/or from the airport, archaeological site, Mesa Verde, and our campus in a friendly, efficient and courteous manner using safe driving practices. He / She is also responsible for assisting participants with luggage, loading and unloading lunch, water containers, and ice chests for program activities.

Education and/or Experience:

High School diploma or general education degree (GED); and five to ten years of driving experience and a clean driver's record is required; or equivalent combination of education and experience. Must be able to pass a background check

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interacts with participants and represents Crow Canyon in a friendly, respectful and courteous manner to provide a safe and enjoyable experience.
- Arrives to work on time and attends work on a regular basis with minimal absences
- Ensure attendance at the place of pickup in a time efficient manner
- When carrying students, ensure appropriate behavior is maintained
- Assist passengers in embarking on the van – help elderly passengers by providing physical support
- Assist passengers in disembarking from the van
- Provide assistance in loading and unloading items / luggage onto the van and ensuring that it is set in a proper and safe way
- Assists with loading and unloading lunch, water containers, and ice chests
- Map out route with the least amount of traffic and mileage
- Conducts pre-trip inspection of van at the beginning of the day or when the van has been left unattended for any extended period of time in accordance with safety procedures
- Maintaining the vehicle activity and maintenance logs
- Reports any needed maintenance or repairs to the maintenance department.
- Complies with all traffic regulations
- Reports delays to the front desk / kitchen
- Regulates heating, lighting, and ventilating systems for passenger comfort

Knowledge, Skills, and Abilities:

- Vigilant and have a keen sense of direction
- Ability to perform general checks and scheduled maintenance on the van

- Excellent interpersonal skills and ability
- Strong customer service ethic; ability using interpersonal skills to resolve problems with tact and diplomacy.
- Adaptable, flexible, and receptive to change.
- Must exhibit tact, and diplomacy, and hold privileged information in the highest level of confidence.
- Ability to work independently, exercise sound judgment, prioritize, manage multiple tasks and assignments, and meet tight deadlines.
- Strong organizational skills and attention to detail are essential.
- Mature, professional attitude and demeanor.

Physical Demands:

The employee must occasionally lift and/or move up to 20 to 50 pounds. The employee must be able to ascend and descend stairs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Occasionally lift and/or move up to 50 pounds
- Occasionally walk over uneven terrain and carry up to 50 lbs. of food and water containers
- Demonstrate hand-eye coordination - federal regulations require drivers to have normal use of their arms and legs
- Demonstrate acceptable hearing ability - federal regulations require the ability to hear a forced whisper in one ear at five feet (with or without the use of a hearing aid)
- Demonstrate acceptable visual ability - must be able to pass vision test. Federal regulation requires at least 20/40 vision with a 70-degree field of vision in each eye and the ability to distinguish colors on a traffic light
- Stoop, kneel, reach, crouch, or crawl to perform essential job duties
- Work evenings, weekends, holidays, and irregular or extended work hours
- Sit for prolonged periods
- Ability to travel as needed

Certificates, Licenses, and/or Registrations:

- Valid driver's license.
- Background check upon hire.
- Must be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in this position.
- Complete transportation-related training.
- Current First Aid and CPR certification.
- Current physical exam and health history completed by a licensed medical health care professional

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.