

**Westminster College
POSITION VACANCY**

Shuttle Driver (Part-time)

Westminster College Office of Student Affairs is seeking candidates for the position of part-time Shuttle driver. The Shuttle driver provides rides to and from various locations that are on the Student Affairs transportation schedule. Duties and responsibilities include, but are not limited to:

- Transporting students in a College vehicle to and from various locations off campus
- Communicating with Student Affairs to report location, time restraints and any activity observed as unusual
- Adhering to all safety and policies and procedures

Hours will vary and increase as College academic breaks begin and end.

Position requires a high school diploma or equivalent and six (6) months of driving experience transporting passengers. Must possess a valid Class C Pennsylvania driver's license on the date of hire. Position requires considerable knowledge of the safe operation of the transportation of passengers; Pennsylvania vehicle code and first aid; working knowledge of vehicle maintenance. Effective verbal communication with clear speech; physical ability to lift luggage required. Ability to work cooperatively with co-workers, supervisors and students; interpret and apply a variety of rules, regulations and procedures; be able to adhere to strict schedules. A DMV printout showing a good driving record and Act 153 background certifications are required upon an offer of employment. Must be able to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

Interested individuals should send a letter of interest, resume, and the names of three work-related references with contact information as soon as possible to:

Vice President of Student Affairs
Westminster College
319 S. Market Street
New Wilmington, PA 16172

Westminster College is an Equal Opportunity Employer, enhancing learning through diversity and inclusion.