**Security Shuttle Bus Driver**

 **Summary/Objective**

We are looking for an experienced Shuttle Bus Driver. The successful candidate will assist passengers with baggage and transport them from their vehicle to the airport and back to their cars after travel. Duties and responsibilities of the shuttle driver will include greeting customers when entering or leaving our establishment, maintaining a clean and tidy shuttle bus area and ensuring customer satisfaction.

**Essential Functions**

* Convey passengers to and from predetermined locations
* Assist passengers in loading and unloading their luggage into the vehicle
* Operate a wheel chair accessible lift
* Maintain appropriate conversations with customers and assist them with directions
* Answer passengers’ questions in a polite and gentle manner
* Maintain constant communication with the dispatcher or manager
* Carry out regular check on the shuttle vehicle before and after each shift
* Report any mechanical problems, accidents, or damage to the vehicle to the dispatcher, supervisor or Manager on duty immediately.
* Obey all traffic rules and regulations guiding the operation of shuttle services in his/her assigned area.
* Dress in a neat and professional manner in accordance with the company’s dress code.

**Competencies**

* A valid commercial driver’s license and clean driving history
* Hands-on experience driving shuttles or any kind of sedan, limo or bus
* Ability to pass drug screening and DOT physical
* Excellent customer service
* Strong communication skills
* Able to work in a highly demanding environment
* Ability to multitask and prioritize effectively
* Teamwork Orientation
* Thoroughness
* Time Management skills
* Good knowledge of traffic rules and regulations
* Ability to work flexible shifts

**Supervisory Responsibility**

This position has no supervisory responsibilities.

 **Work Environment**

While performing the duties of this job, the employee may be exposed to conditions such as parking lot construction. The noise level in the work environment and job sites can be loud due to incoming and outgoing flights.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* Regularly required to drive a shuttle
* Prolonged sitting (up to five (5) hours uninterrupted)
* Repetitive Standing and sitting
* Must be able to lift up to 50 lbs repeatedly throughout entire shift
* Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type/Expected Hours of Work**

This is a full time position, working eight hours centering around morning, evening and overnight shifts. This position regularly requires weekend and holiday work.

**Travel**

Daily local travel is required for this position.

**Required Education and Experience**

* HS Diploma or equivalent required
* Basic math skills
* Must have excellent verbal and written communication skills
* Must be able to work in a team environment with little supervision

**AAP/EEO Statement**

Elite Airport Parking, LLC is an Equal Opportunity Employer.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.