

The Southern Baptist Theological Seminary



Position Description

Position Title: Senior Driver

Department: Legacy Hotel

Position Code: I0529

Date Prepared: 01/31/2011

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Senior Driver will coordinate details concerning seminary drives with the Legacy drivers while also serving as a driver.

ESSENTIAL JOB FUNCTIONS:

The employee in this position will have the following essential job functions:

- Coordinate all driver meetings and various communications between the General Manager and drivers
- Ensure any “open” drives are assigned at least 24 hours prior to drive
- Ensure that all driving policies and procedures are implemented and followed
- Function under the guidelines of a regular driver when driving
- Conduct seminary drives with a knowledge and adherence to all Kentucky traffic laws and regulations
- Must be knowledgeable of campus events, directions and general campus information in order to provide a positive welcome
- Inspect vehicles weekly and maintain cleanliness
- Implement professional driving training program
- Compile monthly transportation reports

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position must have a high school diploma or GED equivalent.

EXPERIENCE:

The person in this position should have at least one year of experience as a seminary driver or in management. Professional driving experience is preferred.

SUPERVISION:

The person in this position will supervise approximately 5-7 non-exempt part-time employee drivers.

WORK ENVIRONMENT:

The person in this position will work in a variety of settings. Certain work, particularly meetings, will be conducted in an office like setting, while drives will require outdoor exposure in all types of conditions. Intermittently sitting, standing or stooping, typically outdoors, exposed to machinery and its moving parts.

EQUIPMENT: The person in this position will use the following equipment: Computer with a working knowledge of Microsoft Word and email. Will use the two seminary vehicles to include the seminary shuttle. No special permits are required. Must have valid driver's license.