

The Southern Baptist Theological Seminary

Position Description

Position Title: Driver

Department: The Legacy Hotel

Position Code: I0429

Date Prepared: 1/15/14

FLSA Status: Exempt Non-Exempt

Full Time: Yes No

JOB SUMMARY:

The Legacy Driver will serve as a chauffeur and provide the transportation needs for the Seminary.

ESSENTIAL JOB FUNCTIONS:

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

- Ensure that the vehicle is cleaned and prepared for transportation
- Assist guests with any luggage
- Drive seminary vehicles
- Sign up for drives on a regular basis
- Available to drive any time of day or night needed
- Arrive to work on time to complete the drive
- Must be accessible by phone for drives and accountability
- Provide a professional chauffeur experience
- Ensure all driving policies are followed
- Conduct seminary drives with a knowledge and adherence to all Kentuckiana traffic laws and regulations
- Must be knowledgeable of the Louisville area and of appropriate transportation routes throughout the area
- Must be knowledgeable of campus events, directions, and general campus information in order to provide a positive welcome
- Able to obtain a CDL
- Attend all driver meetings

Performs other duties as may be assigned by supervisor.

EDUCATION:

The person in this position requires no particular education, but must have a valid driver's license.

EXPERIENCE:

The person in this position requires no particular experience, although a CDL would be beneficial..

SUPERVISION:

The person in this position will supervise no one.

The person in this position will report to the Senior Driver.

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 to 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: two seminary vehicles to include the seminary shuttle. No special permits are required; however, must have a valid driver's license.