Position Description

Position Title: CDL Passenger Driver  Pay Rate: $10/hr
Department: The Legacy Hotel
Position Code: 10540
Date Prepared: 9/3/15
FLSA Status: ☒Exempt ☐Non-Exempt  Full Time: Yes ☐No ☒

JOB SUMMARY:
The CDL Passenger 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
- Must have a passenger CDL license
- Attend all driver meetings
- Kentucky residency is required

Performs other duties as may be assigned by supervisor.

EDUCATION:
The person in this position requires no particular education, but must have a valid Kentucky driver’s license.
EXPERIENCE:
The person in this position requires prior driving experience. CDL experience is preferred.

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 Kentucky driver’s license.