

# Campus Activities Student Van Driver

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The Campus Activities Office employs a number of students through the Federal Work Study system. Staff members will be selected based on completion of the below requirements, and a brief interview if necessary.

## **POSITION DESCRIPTION:**

The available student van drivers will provide transportation for students, faculty, and staff to scheduled locations within the local area as scheduled by the Campus Activities Office. Drivers with good records may have the opportunity for additional work experience through McKendree Operations, McKendree Registered Student Organizations, Office of Student Affairs, other campus offices and groups, etc.

Students working in our office develop valuable professional skills, including time management, communication, multi-tasking, conflict resolution, and teamwork.

## **REQUIREMENTS:**

1. Must be 21 years of age per McKendree University guidelines.
2. Must be a full time McKendree student registered for the current semester with Federal work study.
3. Must be in good standing with McKendree both academically and judicially.
4. Hours will vary depending on event schedules and van driver availability. Must be able to work weekend or evening shifts. Some holiday/semester break work may be required.
5. Shall have a minimum of 5 hours of Federal Work Study allotted per week.
6. Must be able to physically push, pull, or lift at least 45 pounds.
7. Must be able to hear and speak well enough to communicate with students, faculty, and staff face to face
8. Completed online application for Campus Activities Work Study
  - a. Must Pass McKendree University Driver Certification Test
  - b. Must have a valid Driver's License
  - c. Must have a clean driving record
9. Completed Work Study Checklist and required signatures.

## **RESPONSIBILITIES:**

1. Must be punctual and reliable
2. Must be personable and have good decision-making skills.
3. Operating a multi-passenger vehicle to transport students and possibly faculty or staff to special events as scheduled.
4. Responsible for reporting any mechanical issues immediately to the Operations Office.
5. Assisting special needs passengers in entering, riding, and exiting the vehicle and ensures passenger safety at all times.
6. Ensuring the vehicle is properly fueled prior to trip.
7. Ensuring the vehicle is free of trash when returning it to the appropriate lot.
8. Assist with events sponsored by the Office of Campus Activities as needed
9. Other duties as specified.