



STUDENT JOB OPPORTUNITY

JOB TITLE: *Campus Security Transport Driver*

DEPARTMENT: Campus Security

CONTACT PERSON/EMAIL/PHONE #: Cheri Way, Office Manager, Campus Security,
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TO APPLY: Email wayc@etown.edu

STUDENT JOB DESCRIPTION: Use College-owned vehicles to provide transportation for students to Elizabethtown Train Station and Harrisburg International Airport.

RESPONSIBILITIES:

- Obtain or maintain [College Vehicle Certification](#) and comply with College Vehicle Policies.
- Drive students to/from Elizabethtown Train Station & Harrisburg International Airport.
- Operate College-owned vehicles in a safe manner, complying with all College vehicle policies.
- Schedule travel times to allow for adequate time to drive to destination.
- Report vehicle problems so they can be repaired before next trip.
- Ensure that vehicle is fully cleaned of ice and snow prior to driving.
- Be alert to changing conditions and adjust vehicle operation as needed to provide safe operating conditions.
- Drivers and passengers in college owned vehicles must use seat belts.

PHYSICAL DEMANDS:

- Regularly required to remain seated in a normal position for long/extended periods of time.
- Required to reach up and out with hands & arms.
- Regularly required to talk and hear; verbally express information or instructions.
- Regularly required to use hands to grasp objects, type, pick up objects, move objects or hold objects.

HOURS and/or HOURS PER WEEK REQUIRED: Varies, depending on train schedule and student need. **Peak times for transportation request are prior to breaks (Fall Break, Thanksgiving, Winter, Spring, end of semester).** Approximately 3 – 4 hours per week.

PAY RATE: \$7.75 / hour (plus \$1.00/hr premium for weekend hours), premium also offered for 'early morning' or 'late night' transports.

SPECIAL SKILLS NEEDED (for example—drivers license/van training, CPR, etc.):

- Must be 18 years old.
- Must possess valid Driver's License for a minimum of 3 years
- Must have a Motor Vehicle Record (MVR) report run and pass the rating system. MVR report is re-run every 2 years.
- Must have (or be willing/available to obtain) [College Vehicle Certification](#) (includes an on-line training component and 30 minutes of hands-on training).