



**UNIVERSITY of the SOUTHERN CARIBBEAN**  
**Royal Road, Maracas, St. Joseph**

**CAREER OPPORTUNITY**

Applications are invited from suitably qualified individuals *for* the following position:

**DEPARTMENT OF PROCUREMENT, TRANSPORT &  
RENTAL PROPERTIES**

**SHUTTLE DRIVER**

**JOB SUMMARY**

The **Shuttle Driver** is responsible for transporting students over scheduled routes, transporting employees or guests, and do off-campus trips and deliveries as part of regular duties. The responsibilities are done at varying times within a 24-hour period on assigned work days. The position holder is required to be up-to-date on road conditions, plans each route based on road and traffic conditions and regards passenger safety as the highest priority. Participates in teamwork activities in the Department, and contributes to maintaining the strategic pillars of the University. The position requires compliance with established policies and procedures of the Department and a high level of confidentiality. The position holder reports to the Director of Procurement, Transport & Rental Properties.

**DUTIES AND RESPONSIBILITIES**

- Drives university vehicle for the purpose of transporting students over scheduled routes to and from school, field trips or university events in a safe and timely manner.
- Drives university vehicle for the purpose of transporting employees and guests to and from special events, airport and other destinations in a safe and timely manner.
- Maintains ongoing communication with supervisor while in transit to report any delays, accidents or emergencies.
- Assists students, employees or guests with loading and unloading, seating, restraints, special equipment for the purpose of providing safe loading and unloading from vehicles including both emergency situations and normal transport.
- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.

- Communicates with students, teachers or administrators, for the purpose of conveying and/or receiving information.
- Refills assigned vehicle with tyre pressure, oil, water or fuel for the purpose of maintaining vehicle in a safe operating condition.
- Informs students, employees or guests of regulations, laws, safety procedures, suspicious situations, for the purpose of providing information for use of vehicle, follow-up and or proper procedures.
- Monitors passengers during transit for the purpose of maintaining order and ensuring the safety of passengers.
- Assists passengers with medical emergencies, CPR or first aid, and contacts health and wellness staff for assistance.
- Performs pre-trip and post-trip inspections to determine brake and battery condition, fluid levels, tyre pressure, exterior condition, for the purpose of ensuring the safe operating condition of the vehicle and meeting state requirements, and reports needed mechanical repairs.
- Prepares documentation, such as, daily mileage and condition reports, incident/accident reports, inspections, disciplinary and positive behaviour reports, for the purpose of providing written support and or conveying information.
- Recommends routes for the purpose of coordinating and maximizing trips.
- Attends various meetings regarding safety, first aid and training updates as required.
- Performs other assigned duties commensurate with the position.

## **QUALIFICATION AND EXPERIENCE**

To perform this job successfully, the position holder must be able to perform each essential duty satisfactorily. The position requires:

- A minimum of 3 O'Level passes.
- Must have a valid Class 4 driver's permit.
- Must have a minimum of three (3) years of driving experience.
- Must have a Police Certificate of good character.
- Must have current, valid CPR and First Aid certifications.
- Must have a clean driving record with no traffic violations.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of traffic codes, policies, and regulations; routes, use of wheelchairs, passenger safety, seat belt use, and safety practices and procedures.
- Knowledge of CPR and first aid practices, procedures and techniques.
- Knowledge of basic mathematics; and vehicle operation.
- Ability to read technical information, compose log record, write reports, and facilitate group discussions.
- Ability to operate and control vehicle, meet deadlines and schedules, set priorities and work with interruptions.
- Must be alert and focused and monitor the conduct of students or passengers.
- Must be able to do lifting of goods up to 30 pounds at a time.
- Ability to understand and carry out both oral and written instructions in an independent manner.

## **OTHER REQUIREMENTS**

- Critical thinking
- Highly organized
- Excellent oral and written communication skills
- Excellent customer service skills
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanour required
- Commitment to the high moral, spiritual, and ethical values of the University

*Applications should include a Cover Letter, a detailed Curriculum Vitae, and two (2) written recommendations, including one from current employer. Photocopies of relevant academic qualifications and contact number/s should be forwarded to:*

**THE DEPARTMENT OF HUMAN RESOURCES  
UNIVERSITY of the SOUTHERN CARIBBEAN  
P. O. BOX 175  
PORT OF SPAIN  
TRINIDAD**

**Or email us at: [hr-recruitment@usc.edu.tt](mailto:hr-recruitment@usc.edu.tt)**

**This position is open until filled.**

*The University wishes to thank all applicants for their interest. However, only short-listed applicants will be contacted.*