



Position Description

TITLE: ON CALL STUDENT TRANSPORTATION

LOCATION: Student Activities

REPORTS TO: Student Services Coordinator

HOURS: On-call position, schedule may vary according to Academy needs.

CLASSIFICATION: Non-exempt, Staff

FUNCTION: Provide driving services for the Academy.

ESSENTIAL DUTIES:

- Transport students (faculty/staff) to and from off-campus appointments and local airports (Boston and Manchester).
- On call for other departments (alumni/assembly/deans, etc) as a driver for departments members or their guests to/from meetings, assembly speaker, to/from local hotels.
- Pick up and deliver documents to/from off-campus business associates.
- Perform other duties as assigned.

QUALIFICATIONS:

Education/Training: High school diploma or GED required. Valid driver's license and good driving record required.

Experience: Previous chauffeuring experience helpful but not required.

Physical Demands: To perform the essential functions of the job, the following applies: requires standing, stretching, bending, walking, lifting and transporting a minimum of 50 lbs.

REVISED: December 12, 2011