

Courtesy Shuttle Driver Position

Summary of duties

Operates the Courtesy Shuttle in a safe manner to provide courteous, convenient transportation to and from hospital parking lots.

Reports to

Security Coordinator, St. Mary's Security Department

Hours

Flexible; four-hour shifts between the hours of 8 a.m. to 4 p.m., Monday through Friday.

Job Knowledge

An orientation program is provided to familiarize the volunteer to the campus parking lots, entrances and the departments close to each entrance. The volunteer must have a general knowledge of safety, policies and procedures and customer relations. The volunteer will be educated with regard to routes in the parking lot areas, where to go and where not to go, filling the gas tank, end of day cleaning procedures and other safety precautions as needed.

Dress Code

All volunteers are required to maintain a neat, clean and well-groomed appearance consistent with St. Mary's Medical Center Volunteer Service's policy. Volunteers will be provided with red volunteer shirts and red weather jackets. Blue jeans are not acceptable. Volunteers will wear identification badges provided by St. Mary's security department.

Physical Requirements and Qualifications

Extensive sitting and getting up and down from seat. Must have the ability to lift and carry objects weighing up to 30 pounds. Must be a licensed driver in Indiana with a safe driving record. Need to display a courteous, congenial and helpful attitude to the public. Should be able to provide elbow-arm assistance to passengers (no lifting permitted). Must have the ability to drive in the rain.