



JOB DESCRIPTION – CLASS B DRIVER

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| TITLE: Outdoor Trip (OT) Driver | CLASSIFICATION: N/A |
| DEPARTMENT: Peak Adventures | DIRECT SUPERVISOR: Operations Specialist |
| FLSA Status: Part-time Non-Exempt | APPROVAL DATE: 12/18/15 |

SUPERVISION EXERCISED

| NUMBER None | DIRECT SUPERVISION CLASSIFICATION | NUMBER None | INDIRECT SUPERVISION CLASSIFICATION |
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SUMMARY: Under the supervision of the Operations Specialist, the OT Driver will provide transportation for the Peak Adventures Outdoor Trip Program. Drivers are on duty throughout driver responsibility time to and from the location including pre-trip inspections. Typical OT Drivers may work 1-15 trips per semester (spring, summer, fall). After driving responsibilities have concluded, the OT driver may attend the rest of the trip at no cost (cost to 3rd party vendors not included).

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Perform safety inspection on assigned vehicle to be used. Notify supervisor of any vehicle deficiencies.
- Follow all California State Rules and Regulations surrounding vehicle operation.
- Operation of program vehicle for classes, trips or activities as needed.
- Must identify any driving restrictions to supervisor prior to any assignment of duties.
- May assist with loading and unloading of equipment and supplies.
- Other duties may be assigned.

CORE COMPETENCIES

- Exceptional customer service skills
- Ability to communicate effectively with children and adults
- Strong analytical and problem-solving skills
- Ability to follow oral and written instructions
- Ability to work effectively and collaboratively with campus constituencies to serve a diverse customer population

MINIMUM QUALIFICATIONS

- California Commercial Class B driver's license with a passenger endorsement and accompanying medical examination
- Knowledge of California traffic laws
- Meet ASI driving requirements including but not limited to less than 2 points citations on driving record
- Participation in random pull drug and alcohol testing with passing results
- Ability to lift and move up to 60 pounds
- Ability to sit for long periods of time
- Ability to work evenings and weekends

PREFERRED QUALIFICATIONS

- Wilderness First Aid or higher
- CPR
- Experience with outdoor activities including but not limited to rock climbing, mountain biking, backpacking, caving