



Job Description

Position Title: Shuttle Driver – Regular
Position Supervisor: Director of Member Services

Job Number 2023-21
Schedule: Part-Time
Seasonal
(Apr – Sep)

Salary: \$16/hr

FLSA Status: Non-Exempt

Travel Req'd: Up to 90%

Summary

The Shuttle Driver is responsible for the safe, friendly, and efficient transportation of members and their guests between the Stock Farm Club, airports, and various community destinations on and off property. The driver may assist passengers into and out of vehicles; assist with luggage and other personal items; may clean and provide general preventative maintenance on vehicles; and perform other related duties when not transporting passengers.

This position maintains a weekly schedule of 18-25 hours/week to support member/guest and employee transportation needs (both scheduled and ad hoc needs).

Essential Duties & Responsibilities

- When not performing driving duties, must be present at the Club facilities during scheduled shift and be available for ad hoc needs and other assigned duties.
- Pick up and deliver members/guests/employees to appropriate destination in a safe a courteous manner; greet all guests in a courteous and engaging manner.
- Follow all Club policy and procedures regarding the transportation of members and guests, to include use of identified and specified routes and schedules.
- Prepare shift reports and driving logs as required; submit to concierge at the end of each shift.
- Communicate with concierge to determine shuttle schedule, time and place of pick up, and passenger requirements/requests.
- Perform pre-trip inspection of vehicle to determine safety and adequate fuel, lubricant, antifreeze, window cleaning and similar fluids.
- Ensure vehicle equipment such as brakes, lights, windshield wipers, etc. is maintained and operating properly. Report vehicle problems/concerns to concierge.
- Notify concierge of schedule changes/delays, accidents, overloads, or passenger concerns.
- Maintain vehicle cleanliness throughout scheduled shift. Clean vehicle interior and exterior at the end of each shift; remove all dirt, debris, trash, and foreign objects from the vehicle; polish all leather interiors and clean all windows (internal and external) as needed.
- Deliver vehicles for maintenance at third-party sites.
- Aid passengers in the safe entry and exit of vehicle where conditions warrant such assistance.
- Submit accident reports when needed upon return the Stock Farm Club.
- Maintain knowledge of properties/destinations on the Stock Farm Club properties; locations of airports; and locations of frequent destination points.
- Assist with various errands & deliveries to support club operations and member/guest requests.
- May assist with basic clerical and laundry duties as needed.
- Perform other related duties as assigned.



Job Description

Minimum Education

Preferred: High School Diploma or Equivalent

Minimum Experience

Preferred: 1 year's previous experience in taxi, limousine, chauffer, shuttle or similar driving duties.

Knowledge, Skills & Abilities

- Skill in the use of English grammar, spelling, punctuation, and mechanics.
- Ability to be flexible and adapt to changing requirements in a fast-paced, dynamic environment.
- Ability to communicate orally and in writing with diverse audience.
- Ability to maintain professionalism and image of the Stock Farm Club.
- Ability to walk on uneven ground/surfaces.
- Ability to lift/move up to 75 pounds.

Additional Requirements

- Must be at least 25 years of age.
- Handle use of cell phone in safe manner and in accordance with laws of the state.
- Must be able to pass background checks and motor vehicle record checks.
- Must possess valid driver's license in accordance with the laws of the State of Montana.
- Must be insurable under the company's auto insurance policy.
- Must be able to work flexible shift to include evenings, weekends, and holidays as required.

Environmental & Physical Conditions

Must be able to physically drive a vehicle for prolonged periods of time. Must be able to lift and move luggage and personal items weighing up to 75 pounds each. Must be physically flexible and adaptable to road hazards, accidents, and route challenges as needed/required in the environment. Must be able to drive safely in extreme and adverse weather conditions.

Stock Farm Club is an equal employment opportunity employer (EEO). The Club does not refuse employment or discriminate in compensation, or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, political beliefs, genetic information, veteran's, LGBTQ, vaccine status or whether a person has an immunity passport status. The Club does not tolerate discrimination or harassment because a person is married to or associates with any of these protected groups.