



Job Description: Shuttle Driver

Non-Exempt: Hourly worker and **Summer Seasonal Worker**

Position Summary:

The shuttle driver is responsible for providing and enforcing safe travel for TRMF employees utilizing the employee shuttle by following the shuttle schedule/reservations; the shuttle driver is responsible for following all traffic rules and laws and for helping maintain healthy and clean vehicles.

Essential Job Functions:

- Assist the Human Resources department with employee airport/bus pick ups. This includes driving from Medora to both Dickinson and Bismarck., sometimes to the bus station within Medora to bring incoming employees to the office for check-in.
- Assist TRMF staff by picking up supplies needed from Dickinson and bringing them back to Medora.
- Take employees to Wal-Mart in Dickinson two nights a week and one morning per week as determined by a weekly set schedule.
- Reporting safety concerns (low tire, oil change light, maintenance needed etc) to TRMF immediately when problem starts occurring
- Fill up the gas at the maintenance shop whenever the tank is below half
- Occasionally drop employees to work at the Fondue, golf course or other work locations (on an as needed basis).
- Occasionally be available for emergency trips - taking employees to doctor's visits etc. Confirm with Main Office before leaving for these trips.
- Be available to take employees to the bank and Social Security Office.
- The shuttle driver must determine if driving conditions are not safe. If they are not safe, they may reschedule the shuttle at their own discretion, or discuss with the Main Office if they are not sure. Safety comes first.
- Drive vehicles at maximum of 70 mph, and always park with care. Most TRMF shuttles now display our logo, and the shuttle driver is therefore a brand ambassador when driving in or outside of Medora.
- Shuttle drivers may have the option of organizing/taking several employee trips into the National Park over the summer season.
- Be responsible for filling TRMF pop machines.
 - Filling the pop machines.
 - Collect money from the pop machines and bring it to the Accounting Office.

Other Responsibilities:

- Other responsibilities may be discussed with HR, the shuttle driver and the campground manager's needs.

ADA Requirements

- Continuously
 - Sitting
 - Talking
 - Repetitive use of hands
 - Visual acuity to determine safety of workplace and surroundings for themselves and guests. Safe use of equipment and outdoor work while driving a vehical with many people inside.
- Frequently
 - Grasping
 - Lifting 10 pounds or less
 - Carrying 10 pounds or less
 - Crouching
 - Stooping
 - Kneeling
- Occasionally
 - Lifting 11 to 25 pounds
 - Carrying 11 to 25 pounds

Qualifications and Education Requirements:

- Must be fluent in English, other languages a plus.
- Must have a valid driver's license. (North Dakota class D or equivalent.)
- Must be comfortable driving large vehicles.

Supervision:

- This is not a supervisory role; however, the shuttle driver is responsible for the well being of the people on the shuttle, and may have to enforce rules (ie. Wearing a seatbelt) if needed. Bus driver has the right to report unsafe passengers to Human Resources for determination of the employee's shuttle privileges.
- This position reports to the Human Resources Department.