

1.0 DUTIES AND RESPONSIBILITIES

Drivers are responsible for the safe and efficient transportation of passengers consistent with the State of Arizona regulations, DOT, FMCSA and AeroGuard Flight Training Center's policies and procedures. Drivers are required to complete multiple other tasks as assigned.

Duties and responsibilities include, but are not limited to:

- Transport students and staff consistent with, FMCSA, DOT and State of Arizona regulations and company policies
- Perform pre and post trip inspections on vehicles, properly filling out a vehicle inspection report (DVIR) according to State of Arizona regulations
- Ensuring compliance with safety standards
- Communicate vehicle discrepancies and issues with supervisor in a timely manner
- Communicate with Transportation Supervisor for assignments and tasks
- Assist other staff members as needed or directed
- Must be able to clean your vehicle by sweeping daily, occasionally mopping when needed, cleaning windows inside and outside, cleaning interior walls with Lysol wipes and on occasion steam cleaning the seats and or floors of your assigned vehicle
- Must be able to follow a schedule set forth by the supervisor
- Possess the ability to deal with constantly changing variables on a daily basis
- Drivers must be available to be contacted by Transportation Supervisor or Operations Manager during hours of business for TransPac Aviation Academy (Changes of schedules will be at the discretion of the Transportation Supervisor)

2.0 REQUIREMENTS

2.1 EDUCATION

- HS Diploma or GED equivalent
- First Aid, CPR and AED training
- DOT Medical certification (current)

2.2 EXPERIENCE

- 3+ years of verifiable driving experience in vehicle at least 30'
- Valid driver's license is required

2.3 SKILLS AND ABILITIES

- CDL class A or B with a (P) passenger endorsement
- Must keep current, with Federal Motor Carrier Safety Administration and Department of Transportation regulations.
- Must be able to drive small cars, golf carts, trucks, vans and shuttle buses
- Computer literate, able to send and receive emails

- Excellent oral and written communication skills
- Ability to identify problems or potential problems and develop/implement solutions
- Be familiar with general office equipment such as fax, copier, personal computer etc.
- Works with minimal supervision
- Self-starter, does not wait for others to provide work, finds ways to keep busy or help others
- Have a working knowledge of vehicles and have the ability to do small repairs, like tire changes, bulb replacements

2.4 Uniforms

- Must be in uniform at all times (provided by AeroGuard Flight Training Center)
- All hats and jackets must be AeroGuard logo only, no exceptions

3.0 PHYSICAL AND SAFETY REQUIREMENTS

- Will be working in varying conditions inside and outside the facility
- Will have exposure to aircraft fuel fumes, shop machinery and other heavy equipment
- May require prolonged periods of sitting for up to 2 hours or standing, bending and stooping
- The position will often entail modest physical exertion such as lifting, pushing, pulling or carrying work-related supplies and equipment
- Balancing, bending, crouching, kneeling, crawling and stooping are also routine
- While most work environments are generally safe, hazardous conditions do arise and require proper preparation. Some of the more common include exposure to adverse weather conditions, extreme temperatures, chemical irritants, combustible materials

4.0 ACKNOWLEDGEMENT OF RESPONSIBILITIES

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed