**Security Shuttle Bus Driver**

**Summary/Objective**

We are looking for an experienced Shuttle Bus Driver with security experience. This successful candidate will be responsible for the safety and security of Elite Airport Parking facilities and operating equipment. Duties and responsibilities of the security shuttle driver will include continued patrols throughout the shift, ensuring no unauthorized or suspicious activity occurs on the lot, and maintaining a clean and tidy shuttle bus area.  
 **Essential Functions**

* Perform security patrols of entire parking lot in a company shuttle bus.
* Monitor irregular or unusual conditions that may create security concerns.
* Immediately notify police by calling 911 if a safety concern or unauthorized person is found on the lot.
* Maintain constant communication with the dispatcher or manager
* Carry out regular check on the shuttle vehicle before and after each shift
* Report any mechanical problems, accidents, or damage to the vehicle to the dispatcher, supervisor or Manager on duty immediately.
* Obey all traffic rules and regulations guiding the operation of shuttle services in his/her assigned area.
* Dress in a neat and professional manner in accordance with the company’s dress code.

**Competencies**

* A valid commercial driver’s license and clean driving history
* Hands-on experience driving shuttles or any kind of sedan, limo or bus
* Ability to pass drug screening and DOT physical
* Ability to identify critical issues quickly and accurately
* Excellent customer service
* Strong communication skills
* Able to work in a highly demanding environment
* Ability to multitask and prioritize effectively
* Teamwork Orientation
* Thoroughness and attention to detail
* Time Management skills
* Good knowledge of traffic rules and regulations
* Ability to work flexible shifts

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

While performing the duties of this job, the employee may be exposed to conditions such as parking lot construction. The noise level in the work environment and job sites can be loud due to incoming and outgoing flights.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* Regularly required to drive a shuttle
* Prolonged sitting (up to five (5) hours uninterrupted)
* Active listening skills
* Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Position Type/Expected Hours of Work**

This is a full time position, working eight hours centering around morning, evening and overnight shifts. This position regularly requires weekend and holiday work.

**Travel**

Daily local travel is required for this position.

**Required Education and Experience**

* HS Diploma or equivalent required
* Basic math skills
* Must have excellent verbal and written communication skills
* Must be able to work in a team environment with little supervision

**AAP/EEO Statement**

Elite Airport Parking, LLC is an Equal Opportunity Employer.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.