



A Campus of the California State University

Student Assistant Job Description

Department:	Dean of Students	Supervisor:	Josie Alexander
Job Title:	Shuttle Driver	Working Hours:	Varies
Pay Level:	2	Hourly Pay Rate:	\$8.50

Job Summary (purpose or nature of work):
Provide Shuttle Driving for on and off-campus activities

Job Duties:

1. Drive Shuttle Vans
2. Fuel and return Shuttle Vans as Directed
3. Insure safety while driving shuttle vans
- 4.
- 5.

Required (or Preferred) Skills, Knowledge, and Abilities:

1. Must possess Valid California Drivers License
2. Must be at least 21 years of age
3. Must have completed or ability to complete Defensive Drivers Course
4. Knowledge of CMA Policies and Procedures regards to Alcohol
5. Knowledge of safe driving procedures

Type of Supervision Required:

Direct Supervision - Student receives immediate, close and regular supervision

General Supervision -- Student receives some delegation of responsibility and independence

Signatories below denote that this position description is an accurate statement of the duties and responsibilities assigned to this position.

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____