



TRANSPORTATION OPERATOR II, #00407
(Working Title: Shuttle Driver)

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 17,500 credit students and provide training for an additional 11,000 students through the Community College Workforce Alliance. During our 44-year history we have educated nearly 340,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: www.reynolds.edu.

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. It is currently seeking applicants for the position of Transportation Operator II, Pay Band 2. This position will be assigned to the Department of Police with college-wide work assignments.

TYPE OF

APPOINTMENT: Full-time classified position with state benefits.

DUTIES:

The Shuttle Driver will provide safe and timely transportation of students, faculty, staff, and other college customers to and from the college's locations; Parham Road Campus, Downtown Campus, Goochland Campus, and other authorized locations. This position may also be required to provide some security services, and other driver/security tasks for the college population in a professional and courteous manner; and will maintain and uphold the image and respect of the Department of Police and the college. The Shuttle Driver is required to work flexible schedules (morning, evening, night, holiday, or weekend shifts). This position is also considered "essential personnel" for inclement weather/emergency conditions.

**QUALIFICATIONS
REQUIRED:**

Considerable working knowledge of and ability to operate large capacity passenger vehicles. Considerable knowledge of customer service practices and principles. Knowledge of safety and security concepts, procedures, and practices. Demonstrated ability to follow and give oral and written instructions; explain and ensure compliance with policies, rules, and regulations; and react appropriately in routine and emergency situations. Demonstrated ability to communicate effectively, both orally and in writing, with a diverse population of customers. High School diploma or equivalent. Valid Commercial Driver's License class A or B with a P endorsement is required. Successful completion of a background/medical investigation (to include random alcohol and drug screenings) and the ability to pass Virginia Department of Criminal Justice Services (DCJS) Campus Security Officer Training is also required.

**QUALIFICATIONS
PREFERRED:**

Current First Aid and CPR Training Certification is preferred. Current experience operating large capacity passenger vehicles is also preferred.

PAY BAND RANGE: \$21,521 - \$57,644

**STARTING
SALARY:**

Approximate starting salary: \$21,521- \$27,594, based on related full-time experience and pre-employment salary.

**APPLICATION
DEADLINE:**

Applications will be accepted through January 5, 2018.

**APPLICATION
PROCESS:**

To apply for this or any other vacant Reynolds position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com/>.

**CONTACT
INFORMATION:**

Emily Duncan, Recruitment Coordinator
 Email: eduncan@reynolds.edu

J. Sargeant Reynolds Community College does not discriminate on the basis of age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit based factor in its employment opportunities, programs, services, and activities. Employment-related inquiries regarding the college's nondiscrimination policy should be addressed to: EEO Officer, EEO@Reynolds.edu.