

**SIERRA BUTTES TRAIL STEWARDSHIP**

550 Crescent Street, Quincy, CA 95971

www.sierratrails.org

Shuttle Driver

Employment Type: Seasonal Part Time (SPT); Hourly

Pay Rate: \$18/hr-\$25/hr

Reports to: Yuba Shop Manager

Department: Yuba Shop

Overview of Responsibilities

The Shuttle Driver is responsible for providing an excellent and informative shuttle experience to all Yuba Expeditions users. The Shuttle Driver performs pre- trip vehicle checks, loads and secures customer bikes on the van, transports passengers and their gear to various locations, and unloads customer bikes once on location. Additionally Shuttle Drivers assist with general shop tasks such as customer service, bike and shop cleaning, processing transactions, and supporting investor tours.

Detailed list of responsibilities:

Yuba Expeditions

Shuttle Experience

- Drive passenger van to transport customers and their gear to various locations
- Educate trail users about rules, regulations, and trail etiquette
- Share knowledge of local trails and surrounding areas
- Promote SBTS events and volunteer opportunities to shuttle passengers
- Ensure all shuttle passengers have signed the liability waiver prior to entering the van
- Assist customers on and off the van; Ensure all possessions are in customers possession prior to departure from drop off zone
- Provide for safety and well-being of passengers throughout the shuttle transportation experience
- Load/unload bikes for shuttle passengers in accordance with safety regulations
- Provide timely shuttle service; maintaining established pick up and drop off schedules

Van Maintenance

- Ensure van cleanliness both inside and out

- Follow procedures for pre and post trip inspections
- Ensure van fuel levels are maintained at an adequate level for all travel to and from drop off locations
- Maintain accurate fuel/service logs
- Check bike racks daily and make sure they are in proper working condition
- Report all vehicle issues to the Yuba Management Team for repair and/or replacement

Shop Operations

- Complete assigned shop upkeep and cleaning tasks
- Follow organization and cleanliness standards as set by the Merchandising Manager
- Assist in demo bike set up and cleaning
- Maintain inventory in compliance with established procedures
- Perform retail tasks such as cashiering, restocking inventory, and assisting customers
- Perform opening and closing procedures to ensure the service department is ready for a full day of efficient service
- Use Lightspeed point of sales to check customers out and receive payment for goods and services
- Engage with customers by providing an exceptional shop experience and create a welcoming environment for all
- Help with any customer needs or requests as needed

The job responsibilities listed above are not an exhaustive list and Sierra Buttes Trail Stewardship may ask for additional tasks to be performed as part of routine employment.

Essential Requirements for Employment

Physical Requirements

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. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Daily Physical Demands include:

- Ability to stand or sit for extended periods of time
- Use of hands to finger, handle or feel objects
- Reach with hands and arms

- Walk, climb, or balance and stoop
- Ability to lift and move objects
- Ability to lift up to 50 pounds
- Ability to converse and exchange accurate information while working in the shop
- Vision ability requirements include the ability to inspect, identify, observe, and assess situational work environments both close up and at a distance.

Work Environment

- Fast paced, physically demanding work environment
- Occasional job related travel for training, meetings and/or events.
- Work with moving mechanical equipment (i.e. tools, bikes)

Certifications and Endorsements

- Valid Driver's License Required
- CPR/First Aid Certification

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion or national origin. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.