TRANSPORTATION OPERATOR II  
(Working Title: Shuttle Driver) 
***WAGE/HOURLY***

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of programs and services to the residents of the City of Richmond and five surrounding counties. Annually, our three campuses serve over 19,000 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 more than 300,000 people in the Richmond area. 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 Shuttle Driver, Pay Band 2. This position will be assigned to Department of Police, with college-wide responsibilities.

**TYPE OF APPOINTMENT:** Part-time hourly position without state benefits. Wage employees are restricted to working no more than 29 hours per week, not to exceed 1,500 hours annually.

**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, or other authorized location. This position may also be required to provide escort services, parking enforcement, information on parking regulations, 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:** Working knowledge of and experience in operating large capacity passenger vehicles. 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 (A or B with Passenger stamp) is required. The selected candidate must be able to pass the college’s pre-employment security screening. This position will also be subject to periodic drug screenings.

**QUALIFICATIONS PREFERRED:** Current First Aid and CPR training certification or the ability to obtain such certification. Some skill in operating personal computers with current software is preferred.

**STARTING SALARY:** Approximate starting hourly rate, $10.05 - $12.00 per hour, based on related experience and pre-employment salary.

**APPLICATION DEADLINE:** Applications will be accepted through June 3, 2016.

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

**CONTACT INFORMATION:** Emily Duncan, Classified Recruitment and Wage Employment Coordinator  
Phone: (804) 523-5874  
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.