



# OWL'S NEST

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## LCJ MANAGEMENT, LLC d/b/a OWL'S NEST RESORT JOB DESCRIPTION

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**TITLE:** Transportation Assistant/  
Shuttle Driver

**REPORTS TO:** Sales Manager

**DEPARTMENT:** Banquets & Events

**FLSA STATUS:** Non-Exempt (Hourly)

### **JOB SUMMARY**

The Transportation Assistant will be required to determine the collection and drop-off points for each trip, and adhere to the vehicle's passenger limit. You should also keep a log of trips and events and/or passengers and demonstrate strict adherence to schedules and transport-related legislation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Collating and editing transport schedules based on passengers' needs.
- Arriving at collection points prior to departure times.
- Confirming that all passengers are present and recording no-shows.
- Ensuring adherence to passenger limits
- Avoiding high-traffic and accident-prone routes, where possible.
- Calming verbal altercations, calling for help as needed.
- Record and report all major accidents and incidents to your manager.
- Checking that passengers disembark at the correct destinations, and in a timely manner.
- Ensure the shuttle bus is fueled, well-maintained, and presentable at all times.
- Observe all relevant traffic and safety laws.
- Previous experience driving groups of people.
- Outstanding knowledge of applicable transport and safety codes.
- First Aid training is preferred.
- Excellent route planning abilities.
- Great improvisational skills.
- Amicable and optimistic disposition.
- Working knowledge of pertinent automobile maintenance and restoration techniques.
- Ability to work flexible hours.

### **LICENSURE/CERTIFICATIONS REQUIREMENTS**

- Valid Driver's License.
- NCS Background & DL Check (paid for by Owl's Nest Resort).
- Participation in ongoing training and education.



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## **WORKING CONDITIONS:**

- While performing the duties of this position, the employee is regularly required to talk or hear.
- This is a sedentary role; however, this position requires the ability to occasionally lift up to 50 pounds.
- Exposure at times to inclement weather.

*I understand that the job description is not a comprehensive list of my job duties, and it is up to me, along with the Manager's guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that should my job duties change significantly, which may occur based on the business needs of Owl's Nest Resort; it is my responsibility to notify the Manager so that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.*

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Signature

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Printed Name

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Date