

# Get Outta Town Program Driver

Office of Campus Safety

<b>Status:</b>	Student Employment	<b>Length of Employment:</b>	Academic Year
<b>Department:</b>	Campus Safety	<b>Division:</b>	Student Affairs
<b>Reports To:</b>	Director of Campus Safety	<b>Wage:</b>	\$7.25/hour
<b>Hours:</b>	Varies/As needed		

## Position Summary

The Get Outta Town Program Driver will be responsible for driving Cornell owned and rental shuttles to and from off campus events.

## Principle Duties and Responsibilities

1. Drive shuttles (typically 12 to 15 passenger vans) to and from off campus events .
2. Check-in and registration of activity participants
3. Visual inspection and logging of vehicle(s) condition, prior to and following each event
4. Reporting of accidents or behavior incidents
5. Promotion and marketing of Get Outta Town program
6. Attend Senate meetings to secure funding requests

## Work Relationships

Reports to the Director of Campus Safety. Regular contact with students and staff.

## Skills, Knowledge and Abilities

Ability to communicate effectively with students, staff and event site staff. Must have valid driver's license with a clear driving history and no more than 2 moving traffic violations in past two years.

## Required

Must pass Cornell driver training program, must submit to driver history/background check.

## Resignation/Termination

Student must report to work as scheduled. Receipt of traffic citation during event may be grounds for termination. Must perform all assignments satisfactorily. Failure to comply with requirements is grounds for termination.

A student employee who wishes to terminate their position with the Office of Campus Safety must do so in writing.