



JOB TITLE: SHUTTLE DRIVER

DEPARTMENT: OPERATIONS

BACKGROUND:

Unique opportunity to join one of Breckenridge's most innovative and active property management companies. Ski Country is a full service property management and vacation rental company. It was founded in 1988 and has been a successful business with over 150 properties throughout the town of Breckenridge.

JOB DESCRIPTION:

This is a "front line" position that has face to face interaction and transports our guests, and owners. Shuttle drivers are expected to exhibit patience and excellent customer service skills, and make sure passengers are satisfied with their ride(s). A shuttle driver is responsible for making sure the shuttles stay well maintained, washed, clean, and accident free on both the inside and outside.

DUTIES & RESPONSIBILITIES:

- Transport guests and owners on a call in/request schedule
- Clean (interior and exterior) of shuttle when necessary
- Gain familiarity with the town by studying maps if necessary, and reading reports
- Maintain track of passenger pick-up's and drop-off's location and number of riders
- Answer passenger questions, responding in a polite and friendly manner
- Help with passenger loading and unloading of luggage, ski equipment, etc
- May be asked to assist in other departments if busy (delivering towels, etc)

DRIVER SKILLS:

- Valid driver's license (No CDL required)
- Must be over 21 years of age *{over age 25 preferred (for insurance purposes)}*
- Clean driving record

DEMANDS OF THE JOB:

- Patience is necessary as drivers may find themselves dealing with heavy traffic, high call volumes, or sometimes-difficult riders.
- Will be subject to high alpine environment – requires proper clothing, and following proper safety procedures as outlined in company policy.
- Drivers must have the stamina to sit for several hours at a time, and the hand-eye coordination to operate their vehicles while safely watching their surroundings.
- May be exposed to cleaning chemicals when cleaning the shuttle interior or exterior.
- Must have the ability to stand from a sit, and lift/push/pull luggage, ski equipment, etc up to 75lbs.

SAFETY:

The safety of passengers is the prime responsibility of the driver. At the beginning and end of each shift, drivers will inspect their vehicle to insure that it is functioning correctly. Expected to deal answer/respond to cell phone calls within 5 minutes (answering while driving is at employee's discretion). Drivers must follow all traffic laws and posted speed limits, even at the expense of arriving late to a destination. If unsafe conditions or road hazards arise, drivers report the problems to a supervisor. If the shuttle develops mechanical difficulties, the problems are documented communicated immediately to a supervisor for repairs. Drivers must insure that passengers, and luggage/ski equipment are safely loaded, secured, and unloaded from the shuttle. This in a NO CDL required shuttle, and therefore it is imperative to monitor occupancy of the shuttle and not allow it to be exceeded.

MISCELLANEOUS INFORMATION:

- ✓ Potential shifts to be worked; 7:30a - 4p, 3p - 11p, 8a - 12p/4p – 8p (*subject to change as needed*)
- ✓ General flexibility in scheduling is required; holidays, nights and weekends may be required.
- ✓ Full Time & Part Time positions; all positions are seasonal employment since our shuttle bus stops running in shoulder seasons
- ✓ Hourly wage starting at \$11/hour