



Savannah State University Position Description – Transportation Coordinator

POSITION DESCRIPTION

Position Title: Transportation Coordinator FLSA Status: Non-Exempt
Reports to: Director of Parking and Transportation
Division: Auxiliary Services
Date Prepared: 5/24/11

BASIC FUNCTION

To assure the smooth operations of the University Motor Pool; to support the shuttle bus and transportation services.

NATURE & SCOPE

Departmental support position with some decision-making latitude within areas of responsibility. The person in this position interacts and communicates significantly with all members of the university community.

PRINCIPLE ACCOUNTABILITES

- Drive shuttle bus or coach bus on or off-campus, as required
- Clean bus when finished with each trip; **[anything else related to maintenance, etc.?]**
- Maintain motor pool vehicles so that they are safe, clean and comfortable to operate; inspect fluid levels, tires, brakes and lights to ensure the vehicle is roadworthy
- Ensure that vehicles are serviced every 3,000 miles or 180 days, whichever comes first
- Inspect motor pool vehicles and record mileage prior to check-out and upon return of the vehicle
- Report any accident or damage to motor pool vehicles, and maintain and dispatch paperwork relating to such
- Coordinate the pick-up and return of vehicles when the office is closed
- Verify that the vehicles have been refueled prior to being returned; if not, refuel the vehicle before the next check-out
- Ensure the security of the vehicles while in the motor pool
- Perform other duties for Parking and Transportation as required

SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED

Candidate must hold and maintain a valid CDL license, and have minimum of two years commercial driving experience; must be familiar with state motor vehicle laws and department of transportation rules and regulations and be able to work flexible hours. Must have at least two years experience with record-keeping and/or vehicle logistics.