



**Job Title:** Shuttle Van Driver for Airline Crews

**POSITION OBJECTIVE:** Shuttle Van Drivers are responsible for transporting Airline Crew Members such as Pilots and Flight Attendants to and from McCarran Airport and Assigned Hotel throughout the Las Vegas Area. Knowledge of the metropolitan area is preferred but not required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED**

**TO:** Airline Crew Shuttle drivers must arrive to work on time, drive their vehicles following a set schedule or route. Always wear a company uniform, face mask, gloves and follow all COVID-19 procedures for their own safety and safety of others.

They must gain familiarity with their route by studying maps if necessary. They are required to maintain contact with the on-duty dispatcher by radio and keep track of passenger pickups and drop-offs as necessary. When passengers have questions, drivers must respond in a polite and friendly manner, load and unload luggage. If problematic situations escalate, they must to contact the dispatcher or their supervisors.

The safety of passengers is the prime responsibility of shuttle drivers. At the beginning and end of their shift, they are to inspect their vehicle to ensure that it is functioning as designed. They must follow all traffic laws and posted speed limits. If they encounter any unsafe conditions, road hazards or accidents, they report the problems to dispatch. If their vehicle develops mechanical difficulties, they document the problems and communicate needed repairs to dispatch. They must ensure that passengers and luggage are safely loaded and unloaded from their vehicles.

Drivers will receive training to cover company procedures, vehicle operation, safety, customer service, COVID-19 requirements, hotels, airport, and local street layouts.

**MINIMUM REQUIREMENTS AND QUALIFICATIONS FOR THIS POSITION:**

- Must be at least 18 years of age
- Pass a drug and alcohol test
- Minimum of high school diploma or General Equivalency Diploma
- Clear and verifiable employment record
- Must obtain a 3 Years DMV Driving Record that shows a clean driving record with NO DUIs
- Be a U.S. Citizen or permanent resident or possess a valid work permit
- Must have a clean background
- Must be able to work weekdays and weekends and holidays
- Must be able to think/work clearly in a fast-paced environment and be able to multi-task and make decisions while under pressure

- Must be able to communicate clearly by radio
- Must have reliable transportation to work
- Must maintain personal appearance and hygiene
- Work well independently and as a team member
- The desire and ability to provide outstanding customer service on a continuous basis
- Knowledge of the metropolitan area preferred

**PHYSICAL DEMANDS:**

- Must be able to sit and driver vehicle for a long period of time and be able to stay alert throughout your shift
- Must be able to Lift/Pull/Push up to 50 lbs
- May be subject to performing a Physical Agility testing

**SHIFTS AVAILABLE (PART-TIME):**

MID: 12:00 – 18:00 (Including weekends)

PM: 19:00 – 01:00 (Including weekends)

**SALARY:** \$9.00 per hour + TIPS

**COVID-19 PROCEDURES:**

All Employees are required to wear a mask and gloves, sanitizing all touchpoints throughout their shift. All clients are required to wear a mask upon entering the vehicle.

**ABOUT HUNTLEIGH USA CORPORATION**

Established in 1992 provides general and aviation security solutions and services to commercial and private companies. The company offers general security services, such as background checks, event security planning, retail loss prevention, risk analyses, security concept development, security guards/officer services, security surveys and audits, and security system design. It also provides security consultant services; and aviation and other related services, such as access control, aircraft guarding and cleaning, aircraft search, airline crew transportation, baggage security, charter flight screening, janitorial services, passenger screening, pre-board screening, skycap, and wheelchair services.