

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION**

POSITION TITLE: Athletic Team Driver

DEPARTMENT/LOCATION: Athletics

BASIC FUNCTIONS: Under the supervision of the Athletics Director or area administrator, transports sports teams and/or students to off-campus events and practices.

REPRESENTATIVE DUTIES:

1. Safely drives the team vehicle in a timely manner to and from the assigned events and ensures the safety of all passengers; reads and follows navigation equipment and adheres to schedules to ensure athletes arrive on time and/or as scheduled.
2. Assesses and corrects minor maintenance issues that may arise on a trip, such as changing wiper blades, jump starting a battery, and/or changing a flat tire; performs vehicle inspections before and after each trip.
3. Obeys all traffic laws and modifies vehicle operations to safely drive in inclement weather or changes to road conditions as necessary.
4. Uses appropriate vehicle lighting and safety procedures to ensure safe vehicle operation during early morning, dusk, and/or evening driving as necessary
5. Adheres to schedules to ensure that athletes arrive at time and locations as scheduled.
6. Assists passenger loading and unloading as needed.
7. Attend vehicle orientation/safety meetings as required.
8. Record and report mileage after each trip.
9. Performs other duties, related to the position, as assigned.

QUALIFICATIONS: A high school diploma and 1 year of driving or similar experience and driver's license and proof of insurability appropriate to the vehicles used by the District.

HOURS / DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Human Resources & Employee Relations.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.