



Provincetown Shuttle for Employees of Provincetown Businesses

Job Description

Job Posting

Position Purpose: To operate Provincetown's 14-person shuttle bus and provide employees of Provincetown businesses with safe and efficient transportation to other residential areas in other Cape Communities before and after regular public transportation has stopped during the months of May through October or on other occasions the Town deems necessary.

Hours: Multiple shuttle shifts available. Morning Shifts would include 2 runs between 5am-9am. Evening Shifts would include 2 runs between 10pm-2am during the months of May through October.

Wages- 28.17 hourly rate

Supervision Given: This position has no supervisory duties.

Essential Functions: Drives pass-holding employees of Provincetown businesses to residences in Cape Cod communities extending from Provincetown to as far as Eastham. Authenticating Shuttle passes for validity. Maintains statistics including number of passengers, vehicle mileage and gas records. Contacts appropriate people if mechanical malfunctions occur and keeps them up to date of any problems that occur.

Job Environment: Work is performed in a 14-person van/shuttle bus. Job environment may be moderately noisy. Has frequent contact with the general public. Driver must be comfortable driving in the dark and in different types of inclement weather. Errors could result in personal injury, danger to public safety, damage to equipment.

Recommended Minimum Qualifications: Education, Training and Experience: High school graduation; experience working the general public and professional driving experience highly preferred. Special Requirements: A valid Massachusetts motor vehicle operator's license with excellent driving record. No CDL required. CORI check.

Knowledge, Ability and Skill:

Knowledge: Driving skills and state laws.

Ability: Ability to operate vehicles safely; to work with the general public with respect and patience.

Skill: Excellent customer service skills.

Physical Requirements: Must be able to operate vehicles. Frequent minor to moderate physical effort required in management of vehicles and passengers, frequent exposure to varying weather conditions.