

TOURO COLLEGE

JOB POSTING

Driver

Reports to: Director of Facilities
Status: Full Time
FLSA: Non-Exempt

About Touro College:

Touro College is a system of Jewish-sponsored non-profit institutions of higher and professional education. Touro College was established in 1971 primarily to enrich the Jewish heritage, and to serve the larger American community. Over 18,000 students are currently enrolled in its various schools and divisions. Touro College has branch campuses, locations and instructional sites in the New York area, as well as branch campuses and programs in Berlin, Jerusalem, Moscow, Paris, and Florida. Touro University California and its Nevada branch campus, as well as Touro College Los Angeles, are separately accredited institutions governed in common by the same Board of Trustees as Touro College.

JOB SUMMARY:

This position provides reliable and courteous transportation to customers.

JOB RESPONSIBILITIES:

To provide reliable and courteous transportation service to customers with safety a priority, to operate and maintain assigned vehicle(s) and customer records, but not limited to the following:

- Operates assigned vehicle in a safe and courteous manner
- Maintain defensive driving
- Assists passengers, including handicapped, in and out of vehicle, operates ramps, lifts and securement devices as needed
- Reads and interprets maps and driving directions to plan to most efficient route service for customers and reads and interprets road signs in English
- Presents safety briefing to passengers prior to each departure
- Keeps the assigned vehicle (s) clean inside and out
- Maintains accurate, up-to-date records, logs, vehicle maintenance, fuel purchases, incident reports and other records requested from management

REQUIREMENTS:

Education, Preparation, and Training

- High School or GED
- Valid N.Y.S. Driver's License with a clean record {minimum eight (8) years}

Skills

- Ability to drive a 9 passenger automatic van
- Ability to drive a 25 ft. automatic box truck
- Ability to work occasional overtime
- Ability to deal with different management levels

Physical Demands

- Able to lift up to 40 lbs
- Extensive time sitting and standing

Computer Skills

- Must be able to keep logs for delivery's

Travel

- Frequent Travel to local area including occasional evenings and Sundays

Application Procedure:

Please send a cover letter with salary expectations and your resume to: recruit.hr@touro.edu. The subject line of your email should read: "Driver"

Touro College is committed to the principles of equal employment opportunity. Our practices and employment decisions regarding employment, hiring, assignment, promotion, compensation, and other terms and conditions of employment are not to be based on an employee's race, color, sex, age, religion, national origin, disability, ancestry, military discharge status, sexual orientation, marital status, genetic predisposition, housing status, or any other protected status, in accordance with applicable law. Our policies are in conformance with Title IX, 1972 Education Amendments