

## **Shuttle Driver Job Description**

### **Duties and Responsibilities Summary:**

Drive 15 passenger shuttle bus to shuttle staff and fans to and from parking lots and Jimmy John's Field before and after USPBL baseball games. Must have a State of Michigan Chauffer's License.

### **Primary responsibilities**

- Pick up ballpark staff from employee parking lot and bring staff to the ballpark before games.
- Assist parking lot attendants with taking temporary signage and other parking attendant equipment from the ballpark to the parking areas and main cross streets in downtown Utica.
- Pick up fans attending games at Jimmy John's Field from Parking Lot A and drop them off in front of the ballpark.
- Positively greet fans as they get on the shuttle.
- Assist fans as they exit the shuttle in front of the ballpark.
- Ensure everyone adheres to safety rules.
- Watch for fans who might have had too much to drink and notify supervisor.
- Watch for anyone trying to break in or causing damage to another fan's car.
- Assist parking lot attendants with cleaning parking lots and exterior stadium grounds after each game, and with bringing debris in trash bags to the dumpsters at the ballpark for disposal.
- Handle complaints or suggestions.
- Provide assistance to patrons with special needs.
- Keep the shuttle clean.
- Shuttle fans from the front of the ballpark back to Parking Lot A when they leave the game.
- Assist the parking lot attendants with bringing all signage, parking lot equipment, and trash back to the ballpark after the lots have cleared out following the game.
- Shuttle ballpark staff back to the employee parking lot after the game.
- Your supervisor may assign other duties at any time.

### **Shift Times**

Night Games – 7:05 pm start time; gates open 6:00 pm; shift starts at 3:30 pm.

Day Games – 1:05 pm start time; gates open 12:00 pm; shift starts at 9:30 am.