Public Safety Assistant/Shuttle Bus Operator (part-time/temporary, 24 hours or less/week)
Public Safety
Position N/A

Position Summary: The Department of Public Safety has the primary responsibility for providing a safe and secure campus environment that is conducive to learning, working, living and visiting The Catholic University of America. The department provides comprehensive programs which include security patrol, escort, transportation, identification and access services. A staff of trained professionals, including commissioned special police officers, focus on crime prevention and investigation, safety education and emergency preparedness, response and recovery. The department works closely with federal and local law enforcement agencies to coordinate services and activities to enhance safety within the boundaries of the university. The department seeks opportunities to partner with students, staff and faculty to achieve the goal of a safe and secure campus.

Shuttle bus operator is responsible for the safe and courteous operation of a CUA shuttle bus vehicle through assigned scheduled routes over specified routes on campus and along city streets. The shuttle bus operator must adhere to all safety and traffic rules, regulations, policies and procedures to ensure the safety and well-being of CUA passenger riders. Additionally, the shuttle bus operator provides schedule information, and ensures the safe boarding and alighting of all passengers. The operator regulates heating, lighting and ventilating systems for passenger comfort. The individual in this role must demonstrate a professional, pleasant, courteous and helpful demeanor towards CUA riders at all times and must be able to maintain composure in stressful situations.

Essential Responsibilities Include: Drives and operates a commercial passenger bus/van while transporting passengers to and from scheduled stops. Conducts routine vehicle inspections of assigned vehicle before and after daily shuttle service and documents all inspection findings. Courteously provide schedule route information to passengers seeking assistance. Assist disabled passengers in boarding, riding and alighting in a safe manner. Operates a radio to communicate with the Communications Specialist on duty, supervisors and DPS staff in general. Communications will be limited to work-related activities and operations such as reports of accidents, injuries, equipment failure, schedule delays, hazardous or dangerous conditions along shuttle routes, unusual traffic delays, road conditions and potential criminal activity. Promptly engage DPS in cases of unruly passengers and/or threats to passenger safety or safety of self. Operates shuttle vehicles safely, and sometimes in heavy traffic, must not let light traffic put them ahead of schedule so that they miss passengers. Drivers must be alert, especially in heavy traffic or in bad weather to prevent accidents, and to avoid sudden stops or swerves that jar passengers.

Minimum Qualifications: A High School Diploma or G.E.D., and must have at least two years of direct customer service and/or prior commercial bus, taxi or limousine driving experience. Must possess and maintain a valid U.S. Driver’s License (CDL) with passenger vehicle (P) endorsement.

Preferred Qualifications: Knowledge of the applicable motor vehicle code of the District of Columbia. Knowledge of or the ability to evaluate the general operating condition of an assigned vehicle. Ability to work various shifts, hours, and holidays with varying days off yet maintain regular good attendance and punctuality.

How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position “PSA Shuttle Bus Operator” in subject line of email. This position is open until filled.

The Catholic University of America
Human Resources, 170 Leahy Hall
620 Michigan Ave, NE
Washington, DC 20064
Fax: (202) 319-5802
Telephone: (202) 319-5050