

# UC San Diego Student Shuttle Driver Requirements

## Pre-employment Requirements

All UCSD student applicants must:

- Be registered with all fees paid and be in good academic standing.
- Be available to work a minimum of 12 hours per week for three academic quarters.
- Submit a copy of their current class schedule.
- Have a minimum 2 years good driving experience demonstrated by submitting an original DMV driving record (H6) printout with the application. (H6 printouts can be obtained at a local DMV for \$5.)

## Trainee Requirements

Trainees must:

- Complete UCSD's Illness & Injury Prevention Program training within 30 days of hire and submit the training certificate to the training supervisor.
- Attend 15 hours of classroom training based on California Commercial Driver's Handbook.
- Pass a California Driver's License pre-employment physical exam and drug screening. Shuttle Operations coordinates free, pre-employment physical exams and drug screening. **Drug education/screening is mandatory for employment.**
- Pass the DMV's written commercial driver's license test, which is administered at local DMV offices with an out-of-pocket expense of \$64 to the trainee.
- Complete 18 hours of behind-the-wheel training in preparation for the DMV commercial driver's road and skills test.
- Pass the DMV commercial driving test and submit DL170 form to DMV to complete licensing requirements. Driving tests are administered on campus and a vehicle will be provided at no charge.
- Complete the remaining 28 hours of peer training, which includes vehicle and route training.
- Finish all training and testing within 60 days of hire. Trainees are paid \$8 per hour until training and testing are successfully completed.

## Attendance:

- Attendance during training is essential. Roll will be taken promptly. Failure to arrive at designated training locations by the start time will count as tardy. No grace periods are honored. Trainees arriving one minute late will be marked tardy.
- If a trainee is unable to attend a training or classroom session, he or she may reschedule by sending an e-mail request 24 hours prior to the start of session. Rescheduling with at least 24 hours notice will not count against a trainee. Rescheduling with fewer than 24 hours notice will count as tardy.
- Failure to attend a training session without proper notification is cause for dismissal.
- Trainees will be released from the shuttle driver training program upon their third tardy.
- All communication regarding shuttle driver training must be done via e-mail. Phone calls or other messages are unacceptable.
- Trainees receive NO special parking privileges. Transportation and parking arrangements must be made in advance to avoid tardiness.

**NOTE:** After completing training, licensed shuttle drivers' pay increases to \$12.85 per hour.

## Upon successful completion of training, testing and licensing, shuttle drivers are required to:

- Work a minimum of 12 hours per week during shuttle operating hours, 5:30 a.m. to 1:30 a.m. Shifts will be scheduled so they do not conflict with drivers' class schedules.
- Attend a mandatory 8-hour "all-hands meeting." This meeting is held the Saturday prior to the start of the Fall Quarter.
- Follow the policies and standards outlined in the Shuttle Driver's Handbook.

I have read and understand these requirements. (Print your name, sign, date and submit with your application.)

Print name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_