



SAFERIDE DRIVER

Position Description 2017-2018

SafeRide Mission Statement:

SafeRide is a service dedicated to providing an alternative safe ride home or to campus for Oregon State University students free from judgement.

Responsibilities of the Driver:

- The position of driver will encompass driving the van, assist in the navigation of the van, or dispatching calls in the office
- While driving, need to safely transport SafeRide passengers to their desired destinations in a professional manner and follow all state and local road laws at all times
- While dispatching, need to verbally communicate with students who call in to the SafeRide telephone line to assist them in scheduling a ride and utilize the SafeRide OSU computer application to input ride information
- Utilize the SafeRide app and work with fellow Driver to coordinate transports
- Use hand-held radio to communicate with dispatchers or facilitators regarding student ride details
- Maintain comprehensive knowledge of all SafeRide policies and incident response protocols and respond and report incidents as they occur
- Maintain the highest levels of confidentiality when working with student information
- Represent SafeRide in a positive and professional manner at all times while on duty
- Complete all required trainings in a timely manner, as assigned
- Read and respond to all emails from the Leadership Team and the Coordinator in a timely manner
- Must attend all of the following:
 - All Staff Training (September 11-15 2017)
 - SafeRide Monthly Staff Meetings (September '17 - May '18)
 - One-on-one with Coordinator and/or Leadership Team once per term and as requested

Required Qualifications:

- Must have a complete knowledge of state and local road laws and be able to follow them effectively to safely transport passengers
- Must be able to communicate in a respectful and professional manner with riders and co-workers at all times
- Must be able to respond appropriately to incidents that occur and follow all SafeRide policies and protocols
- Must be willing to participate in creating a socially just and inclusive work environment
- Must have a commitment to supporting student safety and success
- Must be currently enrolled as a student at Oregon State University for at least 6 academic credits

- Must maintain a 2.5 GPA for every term employed with SafeRide
- Must be in good academic standing and conduct for the term prior to selection and during entire period of employment
- Must have a valid US driver's license and been licensed to drive for a minimum of 2 years
- Upon hire, must complete and pass a criminal background check and provide a 3 year DMV Driver History report

Terms of Employment:

Employment begins in September 2017 (with training during summer term) and ends on Friday, June 15th, 2018

Hours: Maximum of 20 Hours Per Week, with a maintained availability of at least 12 hours per week and availability for every other weekend

Compensation: \$10.75/hour

How to Apply:

To apply, please visit the following website: asosu.oregonstate.edu/employment

As part of the online application process, you will be asked to submit the following information:

1. Current Resume
2. Cover Letter stating why you are interested in the position and outlining how you meet the required qualifications.

If you need support in developing your resume or cover letter, please seek assistance from The Career Development Center. They are located at B008 Kerr Administration Building. You can seek information on their website at career.oregonstate.edu or by contacting them via email/phone at career@oregonstate.edu or (541) 737-4085.

SafeRide Contact Information:

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Please note: OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.