Our innovative and growing company is looking to fill the role of vehicle operator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

### Responsibilities for vehicle operator

- Evaluates and documents employees’ performance throughout the season, thus creating a reference document for end of the season employee evaluations
- Ensures all Vehicle Operators comply with safe operating practices and road etiquette
- Picks up and transports all passengers to and from the airfield ramp while obeying all airfield safety requirements as required
- Provides vehicle training for FSTP Snow Craft Training Course instructors, Scott Base shuttle service, transportation for LDB personnel, transportation for all departments to/from airfields, on call taxi service, courier service, bellhop pickup service upon request for both incoming and outgoing flights, taxi service at the airfield for airfield personnel, and other transportation needs as required
- Coordinates with all USAP agencies regarding shuttle and shift change requirements
- Communicates on a daily basis with shuttle drivers regarding schedules, road conditions, vehicle coordination, and community shuttle and taxi requirements
- Communicates with Supervisor on daily basis to ensure smooth transition between all shifts
- Develops and posts Shuttle Schedules at Runways, McMurdo town center and Scott Base
• Maintains required shuttle and taxi logs, and compiles data for weekly and monthly reports

**Qualifications for vehicle operator**

• Communicates via two-way radio in accordance with prescribed procedures
• Monitors flights and return landing times, passenger transportation needs, taxi service needs, and all other various tasking as a dispatcher
• Monitors the service provided to the McMurdo community and improves service where required
• Provides vehicle training for light passenger vehicles for other departments as necessary
• Ensures compliance with Environmental, Safety and Health (ESH) and Waste Management policies and procedures
• Actively participates in safety briefings and meetings