



CROSSMEN PRODUCTIONS INC

JOB DESCRIPTION

Job Title: Non-CDL Driver

Reports To: Lead Driver & Tour Manager

Status: Summer, Seasonal

Start Date: June 14, 2020 End Date: August 11, 2020

POSITION SUMMARY

The Crossmen, a youth-focused performing arts nonprofit serving the San Antonio area and beyond, is seeking candidates for Non-Commercial Driver's to support The Crossmen Drum & Bugle Corps during the summer tour. Must be highly motivated and self-starting.

NOTE: This is a volunteer position. Travel arrangements are TBD based on commitment.

MINIMUM QUALIFICATIONS

- Age: 21 or older
- Availability: Full Summer (June-August)
- Language Skills: English, Spanish preferred
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Results oriented and self-motivated
- Ability to work under pressure, communicates effectively, and meets deadlines
Preferred
- Licenses & Certifications: CPR/AED and First Aid, ServSafe Certification or comparable certification

RESPONSIBILITIES

- Obey all traffic laws
- Observe all mandatory safety regulations
- Perform mandatory pre-trip and post trip inspections
- Inspect, verify and monitor the operational condition and safety of vehicle accessories and assigned truck on a daily basis
- Notify the proper authority in case of equipment failure
- Maintain cleanliness of windows and interior of truck on a daily basis
- May wash truck exterior, may fuel and provide minor service to vehicles
- Strong communication and coordination with management team
- Report all accidents, complete required reports and cooperate with investigating authorities in which bus is involved
- Report all accidents no matter how minor
- Exercise sound and responsible judgement
- Maintain accurate and up to date daily log books, fuel logs, interstate mileage log, Vehicle Maintenance Records
- Submit all logs and paperwork to the Lead Driver weekly (summer) or Transportation Coordinator (Fall, Winter, Spring), for submission to The Crossmen/ Crossmen Productions Office.
- Attend driver meetings during the summer for pre-tour and tour.
- Practice non-aggressive, defensive driving techniques
- Maintain effective professional working relationships with corps members and staff
- Knowledge and practical use of the US Department of Transportation (DOT) regulations pertaining to the driving of Commercial Vehicles
- Ensure accurate reconciliation of driver's cash bank/road tolls with all receipts and financial paperwork. Meet with Admin team daily to reconcile
- Consumption of alcohol or being under the influence of any illegal substances while with the program at a rehearsal facility, school campus, in your vehicle, or on tour will NOT be tolerated and is grounds for immediate dismissal.

REQUIRED SKILLS

- Complete all required paperwork in a timely manner that is legible and neat



- Safely, efficiently, and courteously drive a truck of at least 26' in length on all public highways and required private property, including cities and mountainous regions in all weather conditions
 - Work with corps personnel members of a TEAM. This requires the Driver to coordinate activities with others, and to function as a whole unit
 - Reading and writing English communication skills
 - Read and interpret maps, compass directions, 24-hour clock time, schedules, and procedural instructions
- EXPERIENCE
- Any combination of training, experience, and/or education equivalent to one year of full-time or equivalent part-time paid experience within the last 3 years involving the regular operation of a box truck on public streets and highways

LICENSESES & OTHER REQUIREMENTS

- Possess and maintain a driver license. Class E less than 26,001 Lbs or any RV.
- Possess and maintain a DOT physical
- Ability to pass a pre-employment drug and alcohol test
- Provide a 36 month Motor Vehicle Report
- Any moving citations or chargeable accidents in the applicant's driving history within 36 months prior to the application date will be evaluated and may be considered disqualifying
- Personality and character traits suited to working and care of passengers of multiple ethnicities and cultural values, behavioral, and physical handicaps
- Safety-sensitive job class. Employee in this class will be subject to random selection for alcohol or controlled substance testing
- Applicants should be at least 25 years of age or older
- Must be able to successfully pass a driving test
- Open to ongoing training and willingness to adapt to the Corps' procedures Working Conditions: Outdoor setting; driving a vehicle in variable traffic and weather conditions; majority of driving happens overnight (4 pm – 8 am); a drivers sleeping room will be provided at the housing site (bedding provide by the driver); all meals are provided by the Corps; passes to shows will be available when drivers are off duty

PHYSICAL REQUIREMENTS

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate controls; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to perform assigned duties, must be able to lift 25 lbs.

TEAM LEADER COMPETENCIES (expectations)

Mission Advancement: Ensure a high level of service with a commitment to developing world class environment. Provide volunteer staff with training and best practices to create a safe environment. Cultivate relationships for continued volunteer engagement.

Collaboration: Build relationships to create small communities. Empathetically listen and communicate for understanding when negotiating and dealing with conflict. Effectively tailor communications to the appropriate audience. Provide volunteer staff with guidance and support.

Operational Effectiveness: Develop plans and manage best practices through engagement of team.

Personal Growth: Share new insights, concepts or ideas that will further our development as an organization. Facilitate change; model adaptability and an awareness of the impact of change. Utilize non-threatening methods to address sensitive issues and inappropriate behavior or performance. Have the functional and technical knowledge and skills required to perform well; use best practices and demonstrate up-to-date knowledge and skills in technology.

While all competencies are significant the following are critical to success in this position:

- Community: Demonstrates a desire to serve others and fulfill community needs.
- Communication: Listens for understanding and meaning: speaks and writes effectively.
- Project Management: Establishes goals, clarifies tasks, plans work, and actively participates in meetings.
- Quality Results: Strives to meet or exceed goals and deliver a high-value to all those involved with Crossmen.



ACKNOWLEDGEMENT

Employee's Printed Name

Employee's Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date