



TOBAGO HOSPITALITY AND TOURISM INSTITUTE

Job Title: Driver: Student Shuttle

Revised: July 23rd 2025

Position Number: 105

Department: Student Services

Reports to: Dean – Student Services

Approved by: Board of Directors

Date: February 23rd 2024

1.0 JOB SUMMARY:

The Shuttle Bus Driver is responsible for transporting students and staff over scheduled routes and times, and visitors and guests of the Institute. Off-campus trips and deliveries are also part of the Driver's regular duties. The responsibilities are done within a 24-hour period on assigned work days and weekends as required.

The position holder is required to be up-to-date on road conditions, plan each route based on road and traffic conditions and consider passenger safety as the highest priority. The Shuttle Bus Driver participates in teamwork activities in the Student Services Department and maintains the highest level of confidentiality.

2.0 DUTIES & RESPONSIBILITIES

- 2.1 Facilitates the transportation of students and other duly authorized persons on approved field trips or scheduled events in a safe and timely manner.
- 2.2 Transports visitors and guests to and from the Institute, special events, airport and other destinations in a safe and timely manner.
- 2.3 Ensures that the Institute's vehicle is driven in accordance within the laws of Trinidad and Tobago.
- 2.4 Uses defensive driving techniques when operating the Institute's vehicle.
- 2.5 Maintains ongoing communication with the supervisor while in transit to report any delays, accidents or emergencies.

- 2.6 Assists students, employees, visitors and guests with loading and unloading, seating, special equipment for the purpose of providing safe loading and unloading from the vehicle.
- 2.7 Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending remedial measures to their supervisor.
- 2.8 Communicates with students, and other internal stakeholders for conveying and/or receiving information about transportation.
- 2.9 Refills the vehicle with fuel, tyre pressure, oil and water to ensure proper maintenance and safe operating conditions.
- 2.10 Monitors passengers during transit to maintain order and ensure safe transit.
- 2.11 Performs pre-trip and post-trip inspections of the vehicle and reports any mechanical and maintenance defects to the supervisor, who submits reports accordingly.
- 2.12 Documents mileage and condition reports in logs for that purpose.
- 2.13 Logs and reports any mishap, minor or major to supervisor as written support for facilitating action by relevant parties.
- 2.14 Attends various meetings regarding safety, first aid and training updates as required.
- 2.15 Performs other assigned duties commensurate with the position.

3.0 COMPETENCIES

3.1 CORE COMPETENCIES

- Integrity
- Collaborating with Others
- Quality
- Student Centered Focus

3.2 TECHNICAL COMPETENCIES

- Ability to drive a licensed Heavy T vehicle
- Knowledge of traffic codes, and regulations; routes, passenger safety, seat belt use, and other vehicular safety practices and procedures.

- Excellent written and oral communication skills and command of the English language.
- Ability to be flexible and organized, prioritize, meet deadlines and schedules and work with interruptions.
- Must be alert, focused and monitor the conduct of students or passengers.
- Must be able to do lifting of goods up to 30 pounds at a time.
- Excellent customer service skills
- Confidentiality, integrity, dependability, and conscientiousness
- Appropriate and professional appearance and demeanor
- Ability to use initiative and make appropriate judgments when necessary
- Basic knowledge about routine vehicle maintenance
- Customer focused acumen and orientation

4.0 QUALIFICATIONS & EXPERIENCE

- 4.1. School Leaving Certificate or evidence of completing at least four (4) years of secondary school.
- 4.2. Possession of five ordinary level or CSEC qualifications would be a definite asset
- 4.3. Must be over the age of twenty (25) years
- 4.4. Holder of a valid Trinidad and Tobago Driver’s permit – Heavy Motor vehicle
- 4.5. Minimum of three (3) years of driving experience.
- 4.6. A clean driving record with no traffic violations.

5.0 RELATIONSHIP STATEMENT

- 5.1 Reports to: Dean-Student Services
- 5.2 Works with: HODs, staff, students
- 5.3 Communicates with: Maintenance Department, Academic Services, Office of the Chief Executive Officer, Food and Beverage Department, Accounts Department and all other executive monument and other staff Students, Staff, Visitors, General public
- 5.4 Direct Reports:
- 5.5 Indirect Reports: Registrar, Coordinator - Student Life, Clerical Assistant
- Student Services

6.0 SUPERVISORY RESPONSIBILITIES:

None

7.0 ACCOUNTABILITY OUTPUTS

OUTPUTS	HOW OFTEN
Log arrival and departure times	Daily
Log fuel consumption and mileage consumption to aid in optimisation reviews	Daily
Adherence to shuttle schedule to ensure punctual class and work attendances	Daily
Provide information on servicing of vehicle, including delivery dates and return bills and invoices from mechanical and other services to necessary personnel	Every three months in liaison with the Accounts Department
Report on pick up and drop off sequences and provide recommendations for improvements	Weekly
Pre-trip and post-trip inspections of the vehicle	Daily
Ensure timely Driver's License and Vehicle insurance renewal	Annually and as stipulated on documents
Report incidents and accidents	As necessary
Maintain road safety and compliance to laws record	Consistently
Report disputes and complaints	As required
Attend meetings	As required

8.0 CHANNEL & MODE OF COMMUNICATION

8.1 CHANNELS OF COMMUNICATION:

In the line of duty, the communication channels utilized include:

- Face-to-face conversations
- Audio conferencing
- Emails

- Chats and messaging

8.2 MODES OF COMMUNICATION

- Highly interactive, requiring good vision, memory, instinct and tried and tested routine and systematic communication and work
- Interpersonal Communication

9.0 PHYSICAL & MENTAL STRAIN **MENTAL DEMANDS**

- Requires high concentration
- Regularly required to make decisions for safety of clientele
- Regularly exposed to safety and security issues
- Occasional interruptions by persons and/or by telephone
- Occasionally responds to immediate, urgent and unexpected requests from supervisors, customers, and/or other stakeholders

PHYSICAL DEMANDS

- Regularly drives to a significant degree between campus and other operating sites
- Occasionally works for an extended periods of time in a seated position, sedentary work
- Regularly exposed to vehicular traffic.
- Regularly drives to complete work activities
- Regularly lifts and moves heavy objects weighing more than 5kg

10.0 WORK ENVIRONMENT

- Regularly required to visit various operating sites throughout Tobago
- Exposed to sun rays whilst driving.

11.0 ACCEPTANCE STATEMENT:

The Management of the Tobago Hospitality and Tourism Institute, reserves the right to amend this Position Description anytime as required.

I have read and fully understood the position description as stated and accept that any of the tasks may be modified or changed. I accept that I am to be governed by the duties of this job description and take responsibility for performing the functions as listed above, in accordance with performance measures relevant to this job description and the organisation's Strategic Plan.

This Position Description in no way states or implies that these are the only duties to be performed and I may be required to perform any other job-related duties assigned by the Dean- Student Services or duly authorised officer.

My signature below indicates my acceptance of the same and my commitment to the performance of my duties at the Tobago Hospitality and Tourism Institute.

Employee's Name
(Please print)

Employee's Signature

Date