### Duties and Responsibilities of position:

1. Transport Community Service and 50/50 students to off campus sites.
2. Office duties such as filing, making and breaking down trip packets from vehicle use, medical escorts, record keeping, copying, and customer service.

### Qualifications needed for position:

1. Must have valid driver’s license. Must have good driving record that will be reviewed by our insurance carrier and deemed acceptable or not acceptable.
2. Must be personable and willing to learn all areas of Motor Pool.
3. Must agree to confidentiality statement as Motor Pool is located within the Wittenberg Police Department.
4. If hired and you have never worked through student employment, required new hire paperwork must be completed **before** you are eligible to begin working. This new hire paperwork requires that the student have **original** forms of acceptable ID with them on campus during the paperwork completion process. View the list of acceptable ID at [www.wittenberg.edu/studentemploymentpaperwork](http://www.wittenberg.edu/studentemploymentpaperwork)

### Describe the interview/application process:

Meet with Transportation Coordinator and discuss needs of both student and Motor Pool. Driver’s license must clear insurance before position can be offered.