

Student Shuttle Driver Requirements

Before employment, all UC San Diego undergraduate student applicants must:

- Be registered with all fees paid and be in good academic standing
- Be available to work a minimum of one year after completing training (excludes, summer, academic breaks and university holidays)
- Have a minimum 2 years safe, U.S. driving experience (Safe driving is defined as no more than one point on submitted DMV H6 printout and no license suspensions or revocations.)
- Submit these documents with your online application:
 - Original H6 driving record printout on DMV watermark paper, obtained at a local DMV for \$5.
 - Copy of current class schedule

When hired as a trainee, you must:

- Provide these original documents during the hiring process:
 - Valid U.S. state-issued driver's license
 - Original signed, un laminated, unrestricted Social Security card (required by federal law and California DMV)
 - Passport and proof of eligibility to work in the U.S. (international students only).
- Complete California required Illness & Injury Prevention Program training (paid training conducted on campus)
- Attend all training.
- Pass a California driver's license pre-employment physical exam and drug screening. Shuttle Operations coordinates free, pre-employment physical exams and drug screening. **Drug education/screening is mandatory for employment.**
- Pass the DMV's 4 written commercial driver's license tests, 5 if you have a motorcycle license. Tests are administered at local DMV offices with an out-of-pocket expense of \$70 to the trainee.
- Complete all hours of behind-the-wheel training in preparation for the DMV commercial driver's road test.
- Pass the DMV commercial driving test, then submit DL170 form to DMV to complete licensing requirements. Driving tests are administered on campus and a vehicle will be provided at no charge.
- Complete all remaining training and testing as scheduled, which includes vehicle and route training.

NOTE: Shuttle driver trainees' pay increases from \$11/hour to \$15/hour after an IIPP training certificate and interim commercial driver's license are on file with the Transit compliance office. You must satisfy these two training requirements to receive increased compensation.

Attendance:

- Attendance during training is essential. Roll will be taken promptly. Failure to arrive at designated training locations by the start time will count as tardy. No grace periods are honored.
- If a trainee is unable to attend a training or classroom session, s/he may or may not be rescheduled at the discretion of the training department.
- Failure to attend a training session without serious justifiable cause is reason for dismissal. Proper documentation is required for any consideration.
- Trainees will be released from the shuttle driver training program upon their third tardy. One tardy is equal to 1-15 minutes late; two tardies is equal to 16-31 minutes late, etc.
- All communication regarding shuttle driver training must be done via UC San Diego email. Phone calls or other messages are unacceptable.
- Trainees receive no special parking privileges. Arrange transportation and parking in advance to avoid tardiness. Tardiness related to parking issues is not a justifiable cause.

Upon successful completion of training, testing and licensing, shuttle drivers are required to:

- Work a minimum of 12 hours per week during shuttle operating hours, 5:30 a.m. to 1 a.m. Shifts will be scheduled so they don't conflict with drivers' class schedules.
- Attend a mandatory 8-hour all-hands meeting on the Saturday prior to the start of the Fall Quarter.
- Follow the policies and standards outlined in the Shuttle Driver's Handbook.

I have read and understand these requirements. (Print your name, sign, date and submit with your application.)

Print name _____ Signature _____ Date _____