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 ____________