

Work Study Job Description

University of Montana Western
710 S Atlantic St. Dillon MT 59725

Department: ASUMW

Department Head: Augustina Wofford

Classification/Name of Position: Safe Ride Driver

Student's Supervisor: Augustina Wofford

Office/Location: SUB Basement

Email Address: Augustina.wofford@umwestern.edu

Phone:

Qualifications for the position & the specific qualifications for the various levels/rates of pay associated with the position:

- Valid Driver's License and UMW ID
- Trained in CPR, First Aid, NARCAN (Provided)
- Available to be able to work 10pm-2am Thursday night-Saturday night
- Clean Driving Record

Purpose/Role of the position:

Effectively and safely transport Western Students to the correct drop off spot they request to be taken to. Keep the safety of all drivers/occupants in the car as a number 1 priority. Make sure the well-being of passengers is in good hands, if Medical Help is needed, call.

Duties/Responsibilities of the position & how they relate to the purpose/goal:

- Responsible for UMW vehicles during driving shift
- Answer phone calls/text messages on Safe Ride phone
- Follow navigational directions promptly
- Keep a detailed log of pick up and drop off including occupants in car
- Driving UMW students within the 10 mile radius of the courthouse in Dillon
- Follow Safe Ride Driver and Passenger Procedures
- Other Duties Assigned

The Financial Aid Office will submit evaluations to each department prior to the end of each semester.