



TOURO UNIVERSITY

CALIFORNIA

Touro University California, a rapidly growing university offering graduate programs in health sciences and education, has an excellent opportunity for a **Mobile Classroom Driver Manager** for Touro University College of Osteopathic Medicine on our **Mare Island campus**. **The university is part of the Touro College and University System and is located on the northern tip of San Francisco Bay in Vallejo, California.** Touro University California is an independent, non-profit Jewish-sponsored institution. It has 1,403 students in three graduate professional colleges (Osteopathic Medicine, Pharmacy, Education and Health Sciences).

POSITION DESCRIPTION:

This position will be the driver of the truck and mobile classroom for the diabetes related activities for TUCA. The mobile classroom will travel around Solano County to provide direct services to the community. They are responsible to safely transport the classroom and diabetes related volunteers, set up the mobile classroom in community settings and to maintain the truck and mobile classroom.

SPECIFIC RESPONSIBILITIES:

To provide reliable and courteous transportation of the mobile classroom and passengers with safety a priority, to operate and maintain assigned vehicle(s) and customer records, but not limited to the following:

- Operates assigned vehicle in a safe and courteous manner
- Maintain defensive driving
- Reads and interprets maps and driving directions to plan to most efficient route service for customers and reads and interprets road signs in English
- Keeps the assigned vehicle(s) clean inside and out
- Maintains accurate, up-to-date records, logs, vehicle maintenance, fuel purchases, incident reports and other records requested from management
- Communicates effectively with: the public, the administration at TUCA, the DPP coordinator and the Director of Diabetes Services, and student volunteers who work on the mobile classroom

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATION(S): is the Education, Training and/or related experience needed by the person to perform the job.

EDUCATION, PREPARATION AND TRAINING:

- High School or GED
- Valid CA Driver's License with a clean record {minimum (5) years}

SKILLS:

- Ability to drive a 9 passenger automatic van or extended cab truck
- Ability to pull a 32 ft. automatic box trailer

- Ability to work occasional overtime
- Ability to deal with different management levels

PHYSICAL DEMANDS:

- Able to lift up to 40 lbs.
- Extensive time sitting and standing

COMPUTER SKILLS:

- Must be able to keep logs for mobile classroom activities and for maintenance

TRAVEL:

- Frequent travel to local area including occasional evenings and Sundays

This Salary is competitive and commensurate with background and experience. Letters of application and resume with a list of 3 references should be directed to:

Search Committee

1. Email CV: Apply@tu.edu
Subject: Your Name, Mobile Classroom Driver
OR
2. Mail: Touro University California
1310 Club Drive Vallejo, CA 94592