

**Position Title:** Shuttle Driver  
**Department:** Operations  
**Supervised by:** Tour Operations Manager  
**Category:** Non-exempt  
**Status:** Seasonal

Taliesin Preservation, Inc. (TPI) is a Wisconsin 501(c)(3) founded in 1990. As stewards, TPI's dual mission is to preserve the cultural, built and natural environments that comprise the Taliesin property in Spring Green, Wisconsin, and to conduct public educational and cultural programming that provides a greater understanding of Frank Lloyd Wright's architecture and ideas. To learn more about our work, please visit [www.taliesinpreservation.org](http://www.taliesinpreservation.org).

**Position Summary:**

The Shuttle Driver supports the operations and tour programs of TPI by providing excellent customer service and safe transportations to guests.

**Essential Functions:**

- Operates TPI shuttles transporting guests along established routes safely and efficiently in accordance with Wisconsin State Law;
- Inspects exterior and interior of shuttle at the beginning of each shift following the driver checklist;
- Ensures interior and exterior cleanliness of the shuttle;
- Maintain and monitor appropriate fuel levels in shuttle;
- Greets guests professionally and facilitates guest access to the shuttle;
- Follows scheduled routes and responds to additional requests as needed;
- Reports accidents, near misses, identified safety concerns, and vehicle condition or damage;
- Reviews driver checklists and logs to ensure TPI procedures are being followed;
- May assist with the maintenance of the Visitor Center including general cleanliness and organization to provide an appropriate appearance for guests; and
- Other duties as assigned.

**Minimum Qualifications:**

- Wisconsin Commercial Driver's License (CDL) with a Passenger Endorsement;
- Appropriate driving record;
- Demonstrated interpersonal and customer service skills;
- Ability to work a flexible schedule; and
- Proven ability to work independently with low levels of supervision.

**Preferred Qualifications:**

- A knowledge of the life and work of Frank Lloyd Wright, Taliesin, the experience of the Taliesin Fellowship and the mission of TPI.

**Expected Hours of Work:**

During the tour season, TPI is a seven day a week operation. Seasonal employees work variable hours. Seasonal, non-exempt positions at TPI fall within the FLSA (and analogous WI) exemption for recreational and amusement establishments. Therefore, employees hired for these positions will **not** be entitled to overtime pay for hours worked in excess of 40 hours per week.

**Physical Demands and Employment Environment:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job.

- **Physical Demands:** While performing the essential functions of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; and consistently talk or hear; and rarely taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work Environment:** While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.
- **OSHA Risk Classification for COVID-19 Exposure: Medium Risk:** This position requires frequent/close contact with the public and other co-workers and is therefore determined to fall within the Medium Risk category as defined by OSHA. To further minimize risk, employees are required to follow TPI's Safe and Healthy Workplace guidelines and related personal and facility infection control policies.

**Taliesin Preservation Is an Equal Opportunity Employer.**

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**Signature of Position Holder:**

**Date:**

This description does not constitute a contract for employment with Taliesin Preservation, Inc., or any affiliate, either express or implied, and TPI reserves the right at any time to change, delete, or add to any of the provisions at its sole discretion. Furthermore, the provisions of this description are designed by TPI to serve as guidelines rather than absolute rules, and exceptions may be made from time to time on the basis of particular circumstances.