



Job Descriptions

Title: Driver Guide
Department: Canopy Tour
Reports to: Course Supervisor

Job summary

Driver Guide is responsible for transportation of customers and crew in safe and timely manner. Duties include certain level of maintenance and cleaning. Commitment to safety, clean driving record and CDL License with passenger endorsement required. People skills are a must as driver are required to provide narration. Training provided for qualified applicants.

Summary of essential job functions

- Ensures guests are greeted with warm welcome and provides excellent customer service
- Performs pre-departure safety speech and ensures all guests properly informed about the safety procedures onboard
- Always follows traffic rules and follows safety procedures while driving
- Explains guest the highlights of local area and history (when needed)
- Provides guest the waiver form, collects and hand out the filled forms to guides on arrival to tour site (when on the dock)
- Helps performing daily and weekly vehicle maintenance and repairs/fix small malfunctions
- Cleans the vehicle(s) on a daily basis

Minimum requirements

- High School Degree or equivalent
- CDL License with passenger endorsement
- Strong Risk Management skills
- Must complete the training program for First Aid/CPR course
- Speaks fluent English and use cordial manners
- Maintain a professional appearance at all times and follow company policies
- Ability to work long hours and irregular shifts in a multi task environment

Abilities required

- This position may require standing and walking for long period of times

Disclaimer

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.