

Associated Students of the University of Portland
ASUP Pilot Express Director Job Description

Pilot Express Director Job Description:

The Pilot Express Director is responsible for coordinating the Pilot Express rider program from campus to the airport and train station on breaks including Fall Break, Thanksgiving, Christmas, Spring Break, and Easter. Communication between the Director, drivers, riders, and ASUP Executive Board is very important for this position. Knowledge in Microsoft Excel is desired.

The Director's responsibilities will include, but are not limited to:

1. Ensure that a shuttle van runs between the airport and train station from campus.
2. Hire drivers for the vans. Those who drive the rented vans **must** be over 21 and have a copy of their driver's license on file at the car rental company, and be documented as an official University of Portland driver with the Office of Public Safety.
3. Rent the minivans needed.
4. Create and collect one contract per student rider explaining the Pilot Express and inclement weather policies (Which should include information on how to get from UP to the desired destination).
5. Create a master list of riders and submit copies to ASUP Executive Board and the Pilot Express Advisor.
6. Create a list of drivers and all trips for each break and submit one copy to ASUP Executive Board, one copy to the Pilot Express Advisor, copies to all drivers, and one copy to remain with the Office of Public Safety.
7. All contracts must be turned in to the Pilot Express Advisor after the completion of each cycle. A cycle begins when students are dropped off at the beginning of a break and ends when they have been picked up at the end of the break.
8. All emergencies, accidents, and problems needed to be reported immediately to the Pilot Express Advisor or staff member on-call.
9. Advertise the times and dates that Pilot Express will be operating to ensure a high level of use and participation.

Pilot Express Director Application 2014-2015

Name _____ UP ID _____

Email Address _____ Phone # _____

Year in 2014/2015 _____

Anticipated Fall 2014 Residence

Have you ever been on academic or disciplinary warning or probation?

_____ yes _____ no

Please respond to the following questions:

Why are you interested in being the ASUP Pilot Express Director?

Please list the activities clubs, and groups with which you have been involved at UP

This position requires sound organizational skills; how do you rate your organizational skills and what are your strengths?

What are your goals to improve Pilot Express and how would you go about accomplishing them?

Please write a personal statement that may include the following:

1. What motivates you to be involved in leadership at UP?
2. What relevant skills and experiences do you bring to leadership?
3. What impact will the leadership position(s) you take on have on your educational experience at the University?
4. How will the student body be impacted by your role as a leader through this experience?

***Please email completed application to Megan Jung at jung@up.edu**