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JOB PURPOSE:

Driving tour buses and other USO vehicles for assigned tours and general business related transportation.

DIMENSIONS:

Approximately 21 tours per month

Directly responsible for four (4) vehicles, completes spot maintenance checks on all thirteen (13) center vehicles

Approximately 720 customers per month

Based out of Camp Kim in Seoul, drives throughout South Korea as needed

Drives 45-passenger tour bus, minivans, and sedans

SPECIFIC DUTIES AND KEY RESPONSIBILITIES:

1. Driving tours to and from destinations as assigned.
2. Regular, basic maintenance to include oil and tire changes, and yearly vehicle inspection on tour bus, minivans, and sedans.
3. Performs operator level maintenance on all USO vehicles, both preventative and corrective.
4. Assists ITT Manager with vehicle maintenance estimates and submit all necessary documents upon completion of said maintenance.
5. Keeps USO vehicle licenses and base passes current.
6. Coordinates with USO ITT Specialists to run tours on time and in a safe and enjoyable manner for customers.
7. Drives USO staff for business-related activities, as required.
8. Any other duties as assigned.

JOB REQUIREMENTS:

A. Knowledge

1. Must be able to communicate fluently, both orally and in writing, in Korean. English language skills are a plus.

B. Skills and Abilities

1. Ability to obtain and maintain a valid SOFA driver's license to operate 45-passenger bus, sedans, and vans (12-passenger and smaller) within 30 days of employment.
2. Must be available to work weekends, US and Korean holidays.

LEVEL OF AUTHORITY:

All decisions concerning routine issues will be made by the ITT Manager. In their absence, referral is to the Director, USO Korea.

BACKGROUND INFORMATION:

The incumbent is based out of the Camp Kim USO but drives various vehicles throughout the Republic of Korea based on scheduled tours and as needed.