

# Job Title: Part-Time On-Call Van Driver - Bluffton, SC to Greenwood, SC



**Company:** Front Light Building Co.

**Location:** Ridgeland, SC

**About Us:** Front Light Building Co. is a premier construction and development firm dedicated to creating innovative and sustainable real estate solutions. We pride ourselves on our commitment to excellence, community engagement, and forward-thinking development strategies. Our projects span residential, commercial, and mixed-use developments, aimed at enhancing the communities we serve.

**Position Type:** Part-time, hourly

**Reports To:** Vice President, Low Country

**Role Overview:** We are seeking a reliable, safety-conscious part-time, on-call Van Driver to provide essential staff transportation services. This unique role requires availability as needed for travel between Bluffton, SC, and Greenwood, SC, with occasional overnight stays in Greenwood.

## KEY RESPONSIBILITIES

- Safely transport staff members, as needed, primarily between the Bluffton, SC, and Greenwood, SC areas.
- Be available to accept driving assignments on short notice, as dictated by staff travel requirements.
- Navigate the specified route efficiently, utilizing GPS or maps, and observing all traffic laws and safety regulations.
- Conduct routine pre-trip and post-trip vehicle inspections (e.g., checking gas, oil, tires) and ensure the van is kept clean and well-maintained.
- Be willing to stay overnight in Greenwood, SC, on occasion, when transport schedules require. All reasonable accommodation and travel expenses will be covered.
- Maintain accurate records of trips, mileage, fuel consumption, and any vehicle issues.
- Interact with staff in a courteous, professional, and helpful manner.

## QUALIFICATIONS AND SKILLS

- Proven experience as a van driver, shuttle driver, or in a similar professional driving role.
- A valid South Carolina Driver's License and a clean driving record (Motor Vehicle Record check will be required).
- Excellent time management and the ability to be highly flexible with an on-call schedule, including willingness to travel and stay overnight occasionally.
- Strong commitment to safety and adherence to all driving regulations.
- Good verbal communication skills.
- Variable schedule; hours will fluctuate based on the needs of staff transportation. This is not a set-schedule position.

## PHYSICAL REQUIREMENTS

- Ability to sit and maintain alertness for periods of up to 4-5 hours at a time during the travel between Bluffton and Greenwood. Ability to easily enter and exit the vehicle repeatedly throughout the day.
- Must possess sufficient corrected or uncorrected vision to safely operate a motor vehicle in all lighting and weather conditions, as well as read maps, GPS, and vehicle instruments.
- Ability to lift and carry luggage or small equipment (e.g., up to 50 pounds) as needed for the traveling staff.
- Ability to easily enter and exit the van multiple times a day and perform necessary vehicle checks (e.g., bending, squatting, or reaching to check tires, fluid levels, etc.).
- Ability to communicate clearly with staff and hear instructions, radio communication, and emergency signals.
- Ability to turn the head and body to check blind spots and maneuver the vehicle safely.
- Must be able to perform all duties without the use of any prescribed or over-the-counter medications that may impair judgment, reaction time, or alertness.
- Must remain drug and alcohol-free at all times while on duty or on call.