



**INDIANAPOLIS MOTOR SPEEDWAY, LLC
POSITION DESCRIPTION**



POSITION TITLE:	Museum Tours Bus Driver
ORGANIZATION:	Indianapolis Motor Speedway Foundation, Inc. (Hall of Fame Museum)
REPORTS TO:	Tour Coordinator
POSITION LOCATION:	Hall of Fame Museum
FLSA STATUS:	Non-Exempt
OTHER STATUS:	

This position description is for an employee of the Indianapolis Motor Speedway, LLC (“Speedway”) to work for the Indianapolis Motor Speedway Foundation, Inc. (d/b/a Hall of Fame Museum), pursuant to the relationships of the Speedway and the Foundation set forth in their Shared Services Agreement dated as of December 2006, as currently in effect and as it may hereafter be amended.

Essential Functions:

Part-time (variable hours) position as Bus Driver (the “Driver”) to work at the Indianapolis Motor Speedway for the Hall of Fame Museum (the “Museum”) to:

- (1) Drive buses, vans, and potentially other similar transportation vehicles on the Indianapolis Motor Speedway track and grounds as part of tour program run by the Hall of Fame Museum.
- (2) Point out features of interest along the tour, answer tour participants’ questions, and provide other information, as appropriate.
- (3) Work with a tour guide to provide a quality experience for tour participants.
- (4) Coordinate driving on track and on grounds with Tour Coordinator and Speedway facility staff, using own best judgment but following explicitly any directions or orders given on where and how to drive the buses.
- (5) Collect pre-purchased ticket stubs/tickets from track lap participants and remit same to Museum staff to account for transactions.
- (6) Solicit visitors for participation in tour on occasion.
- (7) Assist disabled participants with access to buses and parts of the facility, as necessary.
- (8) Assure the safety of all participants by driving safely, within established limits, and only in pre-approved areas of the facility.
- (9) Fueling the buses once or twice a week, as needed, depending on days worked.
- (10) Alert maintenance staff and Tour Coordinator of any faulty parts of or maintenance issues with vehicle – mechanical or in passenger compartment – and assist in transport of vehicle for repair.
- (11) Assure bus is clean, odor free, and as climatically comfortable as possible.

Knowledge/Skills:

- High school graduate (or GED) required.
- Commercial Driving License (CDL) required, with P endorsement.
- Experience driving commercial vehicles preferred.
- Working knowledge of buses such that mechanical/operating issues can be detected and assistance and/or repair sought.

- Experience working with the general public desired.
- Good oral communications skills.
- Ability to handle confrontational or emergency situations with calm and quick, decisive action.
- Ability to work collaboratively with a variety of people with different skills and abilities.

Complexity/Problem Solving:

- Ability to handle impaired guests.
- Ability to respond quickly and decisively to assure the safety of Museum visitors and the Museum and Speedway's assets when there is an accident, injury, illness, adverse weather, or confrontational visitor.
- Ability to develop solutions to problems that arise in the course of the day.
- Able to handle difficult personalities in a constructive, positive fashion resulting in appropriate resolutions of disputes and/or difficult situations.

Discretion/Latitude/Decision-Making:

- Ability to adhere to all work rules regarding driving of the bus as well as usage of the facilities.
- Ability to distinguish between problems and solutions requiring management approval and those that s/he may resolve directly.
- Has a high degree of personal and professional integrity; acts in an ethical manner and avoids conflicts of interest.

Communications/Interpersonal Contacts:

- Ability to communicate with the general public about the Museum and the Speedway, as well as how to properly use the facilities.
- Ability to communicate own plans and ideas to Museum colleagues.
- Ability to communicate performance issues to supervisor to assist in own training as well as the training of other staff.
- Ability to communicate effectively with a wide variety of people.
- Keeps colleagues and supervisor informed of progress of tour and issues that arise during tour, as needed.
- Knows when to ask questions to seek guidance and when to move forward on his or her own.

Working Conditions/Physical Demands:

Work requires ability to stand and walk for several hours at a time and other minor physical exertions and/or physical strains. May involve infrequent exposure to disagreeable weather conditions. Must regularly (but not necessarily weekly) work all or a part of a day on weekends.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.