



POSITION DESCRIPTION

TITLE: Van Driver for Afterschool Program

DEPARTMENT: Transportation

REPORTS TO: Transportation Director

FLSA STATUS: Exempt Non-Exempt

PRIMARY FUNCTION:

The Van Driver is responsible for providing safe and prompt transportation of children ages 6-17 years old from school to the Boys & Girls Club. A driver may also be required to provide transportation for the children on field trips on occasion.

QUALIFICATIONS (Essential Job Responsibilities):

1. **Current CDL Class C or Class B. (CLASS-B Commercial LICENSED DRIVER with passenger endorsement). Must have 5 years driving experience (Personal or Professional). Must have DMV Driver record printout dated within the past 30 days of application**
2. Ability to provide supervision
3. Must be able to interact appropriately & positively with children ages 6-17 years old
4. Must have ability to motivate youth and manage behavioral problems Program Development Implementation
5. Provide Mentoring, Leadership and Supervision to assure proper conduct, safety and development of participants in line with our mission
6. Responsible for maintaining required licenses and certifications to transport passengers
7. Responsible for safety and supervision of children while in the van, in transit and exiting the van
8. Responsible for knowing assigned routes, schedules and passenger for each day
9. Safe operation of vehicle as per Boy & Girls Club, State and Federal transportation policies. Ensure vehicles are safe, well ventilated and equipment is maintained in good working condition.
10. Responsible for ensuring all passengers follow rules regarding safety in vehicles and enforcement of rules
11. Responsible for daily maintenance of vehicles, including interior cleanliness, fluid and fuel levels, documented pre-trip operation, and vehicle inspections
12. Support Club administration in local drop off/delivery of donations and supplies as needed

MINIMUM QUALIFICATIONS:

1. Must carry a valid CDL Class C. CDL Class B with passenger endorsement preferred.
2. 2 years experience working in related field preferred
3. Must have a minimum of 5 years driving experience
4. Submit to a fingerprint/background check
5. Submit a clean Driving Record from the DMV and COVID vaccination card
6. Drug Test and physical required upon offer of employment

ADDITIONAL RESPONSIBILITIES:

1. Always practice and lead with kindness ,respect and compassion
2. Work with staff on special events to carry out programs in all departments.
3. Assume other duties as assigned.
4. Develop and maintain relationship to increase club visibility within club and community

CONDITION OF EMPLOYMENT AND BENEFITS:

This is a part-time, non-benefited, non-exempt position. This position requires the candidate to be available for work Monday-Friday. Requires occasional weekend work as well.

Salary Range: \$16.00 - \$19.00 hr DOE

Hours per week:

Minimum 12 hours a week

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Able to climb stairs, lift items and perform active programming needs. Ability to perform any other position duties throughout the site. Be able to maintain physical health in accordance with DOT standards.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____

Date: _____

Approved by: _____
Supervisor

Date: _____