



Van Driver

Guild of St. Agnes

Job Description

This position is non-exempt

Responsibilities:

This individual is responsible for the safe transportation of children.

Organization Structure:

Drivers report to the Director of Transportation, Center Director, School Age Manager and/or Family Care Coordinator in locations where there is no Transportation Supervisor.

Essential Functions:

- Maintain a safe driving record and comply with Massachusetts state law.
- Ability to pass a BRC including fingerprints
- Drive one or more types of passenger vans
- Maintain effective and positive communication with families and other staff members.
- Effectively supervise children by sight and sound.
- The ability to demonstrate and comply with verbal and written communications
- The ability to lift children up to 40 pounds
- The ability to demonstrate emotional maturity and stability
- Maintain a clean drug and alcohol screening.
- Mobility including sitting, standing, walking, bending, pushing and pulling

Specific Responsibilities:

- Document routine service and maintenance of vehicle using a Vehicle Inspection Report on a daily basis.
- Provide consistent, prompt, courteous passenger service
- Provide safe passenger service to all children
- Read and interpret the daily transportation log
- Review and verify the sign in sign out sheet after the end of each shift
- Upon completion of each shift the driver will be responsible for counting each seat to ensure the bus is empty and having one other Guild person check that the vehicle is empty.
- The driver will place bus empty sign on the back of the van window upon completion of each shift.
- 7D drivers are required to use the correct car seats and are responsible for the safety and security of each child in their car seat.
- Sustain continuous communication with your supervisor with the use of a two-way radio
- Maintain communication with your supervisor regarding any significant written or verbal communication
- Maintain authorization and consent forms for all children
- Participate in training programs in compliance with the regulations set by the Department of Telecommunications and Energy and the Department of Early Education and Care. Drivers may be asked to perform other duties as assigned.

Qualifications:

- Maintain a current 7D driver's license
- Proof of a safe driving record in accordance with the Department of Telecommunications and Energy
- Current certification in CPR and first aid
- Maintain an acceptable BRC and Fingerprinting check in accordance with the Department of Early Education and Care.
- Complete a successful physical exam upon hire in accordance with the Department of Early Education and Care.
- Complete a successful pre-employment drug and alcohol screening

I have read and understand this job description.

Signature

Date