Position: Driver – Program Aid

Hired by: Human Resources

Responsible to: Site Manager

JOB DESCRIPTION:

Skilled worker in operating a 15passenger van in transporting students from school to Girls Inc centers.

PRINCIPAL RESPONSIBILITIES:

- Transports students to and from school, following a preplanned route according to a definite time schedule.
- Regulates heating equipment and ventilation of van for comfort of passengers.
- Drives van carefully and in compliance with traffic regulations.
- Assumes responsibility for the safety of school children in loading, unloading and transporting them to and from school.
- Instruct children in safety precautions and practices.
- Signals children when to cross street or highway and assures that children are safely across upon departure from van.
- Maintains discipline; reports unruly behavior to site manager of center or to supervisor.
- Inspects and sweeps van.
- Check water, gas, oil and mechanical condition before leaving on run.
- Reports delays and accidents.
- Keeps operational records and makes simple reports.
- Reports defects or problems with vehicle to site manager supervisor.
- Assures van meets regular maintenance schedules.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Knowledge of traffic and highway safety rules and regulations, and of the precautions necessary to avoid accidents.
- Ability to operate a van in a safe and economical manner.
- Ability to understand and carry out instructions and to perform work requiring good physical condition.
- Ability to relate to students, parents, Girls Inc staff and school system personnel.
- Ability to complete various forms and records, including updated route sheets, time sheets, field trip forms, incident and accident reports, etc.
- Graduation from high school or completion of GED.
- Completion of first aid and driving courses.
- Training on highway safety rules and regulations.
- Appropriate State of Virginia Driver license.
- Must have a good driving record and pulled annually