

**JOB TITLE:** **Van Driver**

**DEPARTMENT:** Education & Family Development Department

**REPORTS TO:** Director of Education & Family Development

**FLSA STATUS:** Part Time Temporary/Non-Exempt

**PAY RATE:**  $20 per hour

**SCHEDULE:** 10 hours per week

**BASIC FUNCTION:**

We are seeking a reliable and responsible Van Driver to transport children safely to and from the Urban League facility. The ideal candidate will also be responsible for maintaining the Urban League vehicles. The Van Driver’s position is part-time with hours generally between 2:30 pm-4:30 pm, Monday-Friday. This position is designed to assist and support the Education & Family Development program. Working with a direct supervisor to establish transport routes, ensuring the vehicle operation is in a safe operating condition, and ensuring the safety of students during transport, loading, and unloading from the vehicle. Activities relating to maintaining the vehicle’s good condition, including coordinating repairs, daily cleaning, fueling, and inspecting vehicles for safety.

**RESPONSIBILITIES:**

* Assist students by providing safe loading and unloading from the van.
* Attend safety meetings and training to maintain skills and meet professional development requirements for 15-passenger van safety training.
* Maintain a current First Aid/CPR card.
* Transport students from school to the afterschool program safely, on time and occasional field trips.
* Maintains interior and exterior van to ensure safety, appearance, and sanitation of vehicles.
* Perform daily vehicle maintenance inspection.
* Supervise children during transport, ensuring their safety and comfort and addressing any behavioral issues that may arise.
* Maintain clear communication with parents and staff regarding schedules, safety concerns, or incidents.
* Be prepared to handle emergencies, including medical situations or vehicle breakdowns, following established protocols.
* Maintain accurate records of vehicle maintenance, pick-up/drop-off times, and any incidents that occur during transport.

**QUALIFICATIONS:**

Applicants must demonstrate strong leadership qualities and a commitment to improving the lives of young people. Applicants should be well organized and responsive to students’ needs. Experience driving larger vehicles, preferably a 15-passenger van. Must have a driving record which demonstrates safe driving practices. Must have auto maintenance knowledge. Must be able to communicate and promote positive interaction with diverse student groups. Must be punctual, have a valid Oklahoma Driver’s License, and at least two years of successful employment in a related position. A combination of education and work experience can be substituted.