

## **VAN DRIVER**

**DATE: 09/14/19**

**REVISED DATE:**

**POSITION GRADE:**

**REPORTS TO:                   LEARNING CENTER ADMINISTRATIVE ASSISTANT**

### **POSITION SUMMARY:**

Responsible for the timely and safe transportation of Learning Center Students and NHA residents using NHA's van fleet.

### **ESSENTIAL FUNCTIONS:**

1. Follows driving schedule as provided by Learning Center Administrative Assistant.
2. Responsible for daily inspections of assigned van using provided inspection forms.
3. Keeps an accurate log of all runs and mileage traveled.
4. Responsible for the cleaning and upkeep of assigned van.
5. Ensures the safety of all passengers by following all applicable laws and posted traffic signs.
6. Reports any and all van issues immediately to supervisor.

### **RELATED DUTIES AND ABILITIES:**

1. Notifies supervisor and Lead Coordinators of Learning Centers of any disciplinary issues with student passengers.
2. Always required to keep provided cell phone on at all times to be reachable if additional stops are needed or schedules need modification.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Experience with student transportation preferred.

2. Experience driving 7 passenger and larger vans recommended.

**EDUCATION AND EXPERIENCE:**

1. High School diploma or equivalent.

**SPECIAL REQUIREMENTS:**

2. Possession of a valid Connecticut Commercial Drivers License Class B required.