



## **JOB DESCRIPTION: VAN DRIVER**

Under the supervision of the Center Director, the van driver provides transportation and supervision for children to and from school and field trips. Must be able to safely drive a van and perform daily maintenance tasks related to the van. Must have good interpersonal relationship skills and be able to maintain written records and a safe environment within the van.

### **DUTIES/RESPONSIBILITIES:**

- Observe all Department of Motor Vehicle rules and regulations and make sure all speed limits are always observed.
- Meet and maintain all state licensing requirements/qualifications and comply with all Policies and Procedures at all times
- Ensure the safety of the children at all times including while loading and unloading children.
- Follow routes, schedules and procedures as set by the child care director to maximize safety of children.
- Keep written attendance records of children as they load and unload the van.
- Ensure that each child is belted or harnessed prior to beginning the vehicle.
- Maintain staff to child ratios.
- Check the van after each run to ensure that all children have disembarked.
- Complete a daily written inspection of the van's tires, lights, signals, mirrors, gauges and wiper blades, safety restraints, fuel and free of debris.
- Report all van maintenance issues to the Director immediately.
- Ensure there is an adequate amount fuel to complete trip prior to loading with children.
- Ensure all state mandated items are present and in good working order.
- Complete all necessary forms as required.
- Attend all staff trainings and pursue professional training as required.
- Assist in other areas as requested by management.

### **Required QUALIFICATIONS:**

- High School Diploma or GED
- Must pass a criminal background check
- Valid Driver's License and excellent driving record
- Complete Driver's History
- Ability to resolve conflicts between children
- Excellent communication and people skills
- First Aid and CPR certified or willing to become certified