

CLASS TITLE: VAN DRIVER
Part -Time – Non-exempt
Department: Recreation
Supervisor: Recreation Supervisor, Recreation Coordinator
Supervises: None

DEFINITION

Under the direction of the Recreation Supervisor and Recreation Coordinator, this position is responsible for the health, safety and welfare of the children, staff and volunteers during van transportation to and from the La Sierra Community Center, schools, field trips, pool, and other locations.

ESSENTIAL FUNCTIONS:

- Responsible for driving a District 10-passenger van to local elementary and middle schools to pick up after-school program participants and bring them to La Sierra Community Center. Seasonal driving of participants from La Sierra Community Center to field trips locations occasionally occur.
- Communicate clearly while driving and working programs with supervisor to coordinate timely pick-ups, drop-offs, absences, and changes in roster.
- Ensure the safety and well-being of children and adults being transported to & from the program and on field trips.
- Complete a comprehensive inspection of the van daily, reporting any conditions of concern before transporting children.
- Coordinate procedures to guarantee no child is left alone in the van without adult supervision at any time, including ensuring children have departed the van at the end of all routes.
- Assist in maintaining vehicle supply and inventory. Routinely inventories van emergency & first aid supplies & equipment, report needs to the Recreation Coordinator.
- Attend trainings, meetings, and evaluations with supervisors.
- Project an attitude of care and concern for participants and staff.
- Work flexible hours.
- Other related duties as assigned.

SPECIAL QUALIFICATIONS

- Possession of a valid California Driver's License and good driving record.
- Obtain First Aid and CPR Certification within six (6) months of employment.

EXPERIENCE AND EDUCATION

Previous experience in operating 10+ person van preferred. Van Drivers should have at least one (1) year experience working with the public, preferably with youth.

WORKING CONDITIONS

Physical Conditions: Sitting; standing; running, walking over uneven ground; lifting, pushing, pulling and carrying up to 50 lbs; driving a 10-passenger van.

Environmental Demands: Outside: Works outside in a variety of weather conditions ranging from cold rainy weather to +100° F. Inside: Works indoors in large buildings and gymnasiums.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.