

**Job Description: Youth Center Van Driver**

**On Call/ Hourly**

**Reports to: Hood Site Administrator**

***Chester County OIC considers that the Van Driver has a key role in our organization since this position holder often presents the first impression of CCOIC to students. CCOIC requires that all clients and students be treated with respect in a professional and courteous manner.***

**Main Job Tasks and Responsibilities**

Ability to pass the PA Childline Clearance, an FBI Background Check and PA Criminal History Background Investigation

Greet persons boarding the van in a polite and friendly manner

Maintains vehicle log

Records and reports any mechanical or performance issues with the van(s) promptly to the Site Administrator

Records and reports any incidents between riders or between van driver and rider(s) promptly to the Site Administrator

Responsible for filling the gas tank and maintaining the fuel level above ¼ tank.

Perform duties such as tidying the van(s) after each use. Turning in any found items to the Front Desk Receptionist

Duties include securing the van(s) in an approved parking location and ensuring the van is locked.

Reports worrisome or disturbing observations of student behaviors or conversations during transport to the Hood Case Manager and/or Site Administrator promptly

Additional duties as assigned.

## **Education and Experience**

High school diploma/GED required

Knowledge of customer service principles and practices

PA licensed driver with a clean driving record

## **Key Competencies**

Punctuality

Professional personal appearance

Customer service orientation

Organizational skills

Attention to detail

Flexibility

Work well independently

Reliability

Ability to work harmoniously in a diverse environment