

POSITION TITLE: Van Driver

CLASSIFICATION: Non Exempt

REPORTS TO: Program Coordinator/Project Director

PRIMARY PURPOSE:

The Van Driver is responsible for transporting program participants to and from schools and stewardship sites. Duties include maintaining safe van practices, keeping the vehicle clean and reporting maintenance concerns.

ESSENTIAL DUTIES:

- Transport participants to and from destinations
- Arrive at destinations on schedule
- Fulfill administrative needs, like supply pick ups
- Research and plan for traffic, construction and weather delays
- Use navigations applications to determine the best route
- Ensure that vehicle is always fueled and ready for use
- Arrange for vehicle repairs as needed
- Keep mileage records and repair records up-to-date

Requirements and Preferred Skills

- Has a valid driver's license and at least one year of safe driving experience
- Excellent navigation skills and proficiency in using navigation applications to find locations
- Time management and organizational skills to keep track of pick ups and stay on schedule
- Exceptional communication and interpersonal skills to interact with participants
- Clean driving record

Compensation

- Pay starts at \$17 an hour and increases based on education and prior experience.

Contact

Send resume to info@uluae.org or call (808) 722-3036