



Police Athletic League of Wilmington

Job Title:	Van/Bus Driver	Job Category:	Transportation
Department/Group:		Job Code/ Req#:	Job Code/ Req#
Location:	PAL of Wilmington		
Level/Salary Range:	Open	Position Type:	Part Time
HR Contact:		Date Posted:	N/A
Will Train Applicant(s):	Yes	Posting Expires:	N/A

External Posting URL:	www.palw.org
Internal Posting URL:	www.palw.org

Job Description

SUMMARY OF POSITION

The PALW Before/After School Program has an immediate opportunity for a Part-Time Van Driver to join their team. This position will work Mon-Fri 7:00am – 9:00am and 2:00pm - 6:00pm. If you meet the requirements below and are available to commit to an ongoing PT schedule then come join our team!

ROLES AND DUTIES:

- Job Duties Van drivers at day care centers are responsible for transporting the children and staff from one place to another as needed, in a safe manner.
- They often communicate with parents regarding the needs of the children in their care.
- keep good records and documentation.
- Maintain a clean and well-organized vehicle at all times
- Obey all traffic laws
- Perform inspections of the bus/van before and after each route
- Assist students with on and off boarding (van drivers)
- Attend and receive continuing safety education through monthly meetings
- Ability to complete required paperwork and records
- Takes attendance of children at each pick-up location and ensures all children are accounted for
- Drivers are an integral part of a day care center team and must often attend staff meetings or meet one-on-one with the director of the facility.
- taking the vehicle to mechanics and auto care centers for routine maintenance and needed repairs.
- Maintains van/bus cleanliness, interior and exterior, and fluids levels on a daily basis.
- Customer Service: respect, flexibility, knowledge, confidence, professionalism, pleasant attitude, patience, and helpfulness. All responses should be timely, professional, caring, and respectful in accordance with PAL Programs standards

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Position Type and Expected Hours of Work:



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This is a Part-time position, and general hours of work and days are Monday through Friday, 7:00 am to 6:00 pm.

Qualifications and Education Requirements:

- Valid driver's license
- Great driving record
- Experience working directly with children
- Background check
- Previous van or other large vehicle driving experience preferred
- CDL preferred
- CPR certified preferred

PREFERRED SKILLS:

- Social and Communication skills
- Good time management skills
- Professional attitude

CONDITIONS OF HIRE:

- A satisfactory criminal background and reference check and a valid driver's license.
- Must be eligible to work in the U.S. without sponsorship.

EQUIPMENT USE:

Telephone, copier/ scanner, computer/laptop (Microsoft Office Applications), and fax machine.

EQUAL OPPORTUNITY EMPLOYER

The Police Athletic League of Wilmington is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, disability, gender identity, sexual orientation, marital status, age, veteran or any other status protected under local, state or federal laws.

Reviewed By:	Christopher Purnell	Date:	12/6/2022
Approved By:	Christopher Purnell	Date:	12/6/2022
Last Updated By:	Christopher Purnell	Date/Time:	12/6/2022

Acknowledgement & Signatures

This job description has been approved by PALW Administration.

Deputy Director Signature _____

Date: _____

Executive Director (Signature) _____

Date: _____

Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.



Police Athletic League of Wilmington

Employee Name (Please Print) _____

Employee Signature: _____

Date: _____

CC: Personnel File