



TITLE: Van Driver

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: After School Program

REPORTS TO: Licensed After School Program Director

SCHEDULE: School days 2-4pm (times change on early release days)

PRIMARY FUNCTION:

Responsible for safely transporting After School Program children ages 6-12 from local Waltham district schools Monday-Friday to the Waltham Boys & Girls Club. Working knowledge of: the mission, objectives policies, programs, and procedures of the Waltham Boys & Girls Club of America. Grounded common sense of children's needs, growth and development.

KEY ROLES (Essential Job Responsibilities):

- Oversee and maintain the safety of the children while being transported
- Must equip van with one pair of adequate chock blocks, a fire extinguisher, three flares or triangles
- Maintain a first aid kit and emergency numbers of the program children in each Club van
- Ensure that eight children at one time are being transported at one time (when more than eight children are being transported, an attendant other than the van driver is required).
- Ensure that all passengers (including the driver) are wearing a safety belt which is properly adjusted and fastened at all times during vehicle operation.

ADDITIONAL RESPONSIBILITIES:

1. Responsible for renewing 7D license annually
2. Being aware of bi-yearly 7D inspection sticker
3. Fill up gas tank when needed
4. Arrive earlier when early release is scheduled
5. Consult with After School Program Director and parents concerning member issues.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff, Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact as needed with external school staff (principals, secretaries, teachers, etc.) members' parents and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Applicant must be 21 years of age
- Have or ability to obtain 7D license
[\[https://www.mass.gov/how-to/apply-for-a-school-pupil-transport-7d-drivers-certificate\]](https://www.mass.gov/how-to/apply-for-a-school-pupil-transport-7d-drivers-certificate)
- Maintain a valid Massachusetts Driver's License with clean driving record
- Strong communication skills, both verbal and written.
- Ability to establish and maintain working relationships with Club staff
- Ability to develop working relationship with children
- Ability to maintain calm and organized in stressful situations
- Ability to use good judgment in matters of discipline and conflict resolution.

To apply send a resume to Cheryl Wiggins at cwiggins@walthambgc.org.