

# GREAT FUTURES START **HERE.**



**TITLE:** Van Driver

**SCHEDULE:** School days 2:15-3:45 pm (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:**

- Responsible for renewing 7D license annually
- Being aware of bi-yearly 7D inspection sticker
- Fill up the gas tank when needed
- Arrive earlier when early release is scheduled
- Consult with the 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 advice/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 [[Apply Here](#)]
- Maintain a valid Massachusetts Driver's License with a clean driving record
- Strong communication skills, both verbal and written.
- Ability to establish and maintain working relationships with Club staff
- Ability to develop working relationships 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 Molly Parrott at [mparrott@walthambgc.org](mailto:mparrott@walthambgc.org).**