

Position Title:	<b>Van Driver</b>	Program:	<b>ECEAP - Everett</b>
Reports to:	<b>Program Manager</b>	Classification:	<b>Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/></b>
Date:	<b>October 2019</b>	Status:	<b>Part Time (25 hrs/wk)</b>

*VOLUNTEERS OF AMERICA WESTERN WASHINGTON is a private, not-for-profit human service agency serving the needs of families, seniors and the disabled in Western Washington. Our successful track record of supporting those we serve and being on the leading edge of new and innovative programs makes us a leader among human service agencies in Western Washington. Come be a part of what we do and make a difference every day!*

### **General Function**

The van driver is responsible for the care and maintenance of the Volunteers of America ECEAP van and for safely picking-up and delivering children during the scheduled days of school, as well as the periodic transportation of parents who may be visiting the Volunteers of America ECEAP program or attending a school-wide event or activity.

### **Qualifications**

- Current WA State driver's license with safe driving record
- Physical exam certificate every 2 years
- Current infant, child, adult CPR and first aid certification
- Working knowledge of vehicle
- Effective oral communication skills
- Ability to work as a team player
- Openness to developing positive, trusting, working relationships with families
- Some knowledge of the ages and stages of child growth, development and learning as well as early childhood education
- Enjoys being with children
- Patient
- Ability to pass and maintain an acceptable background check record
- ECEAP drivers may be required to work a split shift and work during the academic school year

### **Principal Activities**

- Safe driving of vehicle to and from school and during evening activities.
- Oversees the care and maintenance of the van, maintaining all records.
- Courier of oral and written communications from preschool to parent, and parent to preschool.
- Maintains a safe and cheerful learning environment for the children riding on the van.
- Follows the Washington Child Restraint Law (RCW 46.61.687 and 46.61.688).
- Documents daily vehicle safety checks.
- Documents regular schedule of vehicle safety inspections.
- Ensures that signed medical releases and emergency contact forms for each child are readily accessible in case of injury during transportation. Maintains first aid and emergency/disaster supplies located on the van.

- Ensures that one-way transportation time for children does not exceed one hour, except in rural or remote areas.
- Develops the van route prior to the first day of preschool, updating it as needed or when a child withdraws or a new child enrolls, being cognizant of efficiency and the length of the route.
- Supervises, orients and trains assistant teachers and family support specialists who may serve as a van assistant.
- Works with family support specialists and families to ensure children ride safely.
- In some cases, ECEAP drivers may work in the preschool during the hours they are not driving the van. Their responsibilities are determined by the needs of the preschool, staff, and program and governed by the budget.
- Attends all site-based, county and agency required meetings and trainings.
- Other duties as assigned.

All employees are required to obtain the following **within 90 days** of employment:

- Current infant, child and adult first aid/CPR certification
- HIV/AIDS and Blood-Borne Pathogens training
- Washington State Patrol background check
- Hepatitis B vaccination
- TB test
- Current food handler's card (in the event the bus driver assists in the classroom and/or kitchen)

If you wish to apply for this position, please email your resume to: [recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*