**Program Van Driver Job Description**

**Job Description:**

The Genesis Youth Foundation (GYF) is seeking a part-time (17 – 20 hours per week) responsible and dependable individual over the age of 25 to drive their passenger vans. The Van Driver is responsible for safely transporting youth and adults to and from their homes and the program location. This role requires a strong focus on child safety, professionalism, excellent driving skills, and the ability to communicate effectively with both children, and parents/adults. The van driver plays a crucial role in ensuring that the program participants arrive safely and on time. This position requires the ability to work during the morning hours, late afternoons and evenings, with occasional weekend activities.

**Responsibilities:**

Safely operate a GYF’s van to pick up youth and adults from designated locations and transport them to the program site. Ensure compliance with traffic rules and regulations at all times. Maintain a clean and well-maintained vehicle.

**Participants Safety:**

Prioritize the safety and well-being of the passengers during transportation. Ensure that all passengers are securely seated and wearing seatbelts. Follow proper protocols for loading and unloading passengers from the van.

**Route Planning:** Plan and optimize transportation routes to ensure timely pickup and drop-off of program participants. Familiarize yourself with the designated pickup and drop-off locations, including alternate routes in case of traffic or road closures.

**Communication:** Maintain open and respectful communication with children, parents, adult program participants and program staff. Provide updates and information about any changes in the transportation schedule or delays. Report any concerns or incidents promptly to the appropriate authorities.

**Record Keeping:** Maintain accurate records of daily transportation activities, including passenger logs, mileage, fuel consumption, and maintenance checks. Complete required documentation, such as incident reports or accident forms, as necessary.

**Vehicle Maintenance:** Perform routine inspections of the van to ensure it is in proper working order. Report any mechanical issues or maintenance needs to the appropriate personnel. Coordinate with the program staff regarding scheduled maintenance and repairs.

**Emergency Preparedness:**

Familiarize yourself with emergency procedures and protocols. Be prepared to handle emergencies or accidents during transportation, such as providing first aid, contacting emergency services, or following evacuation plans.

**Requirements:**

* Valid driver's license with a clean driving record.
* Prior experience as a driver, preferably in a similar role or working with children.
* Excellent driving skills and knowledge of traffic rules and regulations.
* Ability to communicate effectively and maintain a professional demeanor with children, parents, and program staff.
* Strong organizational and time-management skills to ensure punctual transportation.
* Ability to handle emergencies and follow safety protocols.
* Basic record-keeping and documentation skills.
* Physical ability to assist children in boarding and exiting the van, if needed.
* Pass a background check and any additional screening required by the organization.

**Note:** This job description is intended to provide a general overview of the responsibilities and requirements for the position of Van Driver. The exact schedule for weekend activities will be provided at a later date, and drivers will be expected to adjust their availability accordingly.

We offer competitive compensation and a fulfilling opportunity to make a positive impact on the lives of young individuals and families. If you are passionate about working with children and adults, possess excellent driving skills, and meet the requirements outlined above, we encourage you to apply for this position.

To apply, please complete our application form and submit or email us your resume along with a cover letter highlighting your relevant experience and your motivation for working with the Genesis Youth Foundation. The Genesis Youth Foundation offers a competitive hourly rate between $15.00 - $17.50 based on prior experience.

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