Sample Job Description: Vehicle Driver

Under the supervision of the Center Director, the vehicle driver provides transportation for and supervision of children to and from school and while on field trips. Individual must be able to safely drive a vehicle and perform daily maintenance tasks related to the vehicle. Must have good interpersonal relationship skills and be able to maintain written records and a safe environment within the vehicle.

Duties/Responsibilities:

* Observe all Department of Motor Vehicle rules and regulations
* Meet and maintain all state licensing requirements/qualifications and comply with all center schedules, policies and procedures
* Ensure the safety of the children at all times
* Ensure that each child is belted or harnessed prior to starting the vehicle
* Maintain staff to child ratios as stated in the regulations
* Check the vehicle after each run to ensure that all children have exited the vehicle
* Complete a daily written inspection of the vehicle’s tires, lights, signals, mirrors, gauges, wiper blades, and safety restraints
* Make sure vehicle is free of debris
* Report all vehicle maintenance issues to the Director immediately
* Ensure there is an adequate amount of fuel to complete the trip prior to loading the children
* Ensure all state-mandated items are present and in good working order
* Complete all necessary forms as required
* Attend all staff trainings and pursue professional training as required
* Assist in other areas as requested by management

Required Qualifications:

* Must be at least 21 years of age
* Must possess a High School Diploma, GED or Commonwealth Child Care Credential
* Must pass a national criminal background check
* Must have a TB skin test or screening every two years if transporting children by yourself
* Must possess a valid driver’s license and have an excellent driving record
* Must submit an annual driver’s history report
* Must have the ability to resolve conflicts between children
* Must have excellent communication and people skills
* Must be First Aid and CPR certified or willing to become certified

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