

## JOB DESCRIPTION



<b>Department</b>	Youth
<b>Location</b>	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
<b>Job Title</b>	Van Driver
<b>Classification</b>	Hourly/Non-exempt
<b>Pay Range</b>	\$13.00/hr. - \$17.00/hr. PT1317

### Job Summary

The Van Driver is a part-time position in the Youth Department and reports to the Youth Services Coordinator. The purpose of this position is to ensure safe transportation of the children enrolled in the RecPlex Before & After School program. The primary responsibility is to provide safe transportation to and from the RecPlex to the designated schools following a strict time schedule while providing a positive and enjoyable environment for participants while interacting in a pleasant and professional manner.

### Job Duties

- Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport children between RecPlex and designated schools.
- Pick-up and drop off children at regularly scheduled school locations while following strict time schedules.
- Track and maintain accurate list of children to ensure proper school pick-up and drop-off.
- Comply with traffic regulations in order to operate multi-passenger vehicle in a safe and courteous manner.
- Follow safety rules as students are boarding and exiting multi-passenger vehicle and as they cross streets.
- Maintain order among children during routes to ensure safety.
- Read maps and follow written and verbal geographic directions.
- Report delays, accidents, and other traffic or transportation situations.
- Regulate heating, lighting, and ventilation systems for passenger comfort and safety.
- Maintain cleanliness of the vehicle.
- Report any vehicle malfunctions or needed repairs.
- Re-fuel vehicles on as needed basis.
- Performs other duties and special assignments as directed within the scope of the Youth Department.

### Physical Requirements

- Must be able to listen and communicate effectively as well and understand operating procedures and written directives.
- High degree of public interaction and communication with exposure to periods of high-volume activity.
- May involve driving the vehicle in inclement weather including rain, snow, sleet, and fog.
- Flexible schedule; hours may include Monday-Friday 7:00am-9:00am, Monday-Thursday 10:00am-12:30pm, Monday-Thursday 1:30pm-4:30pm and Friday 10:30am-1:30pm.

### Requirements - educational, certifications and experience

- Must be 18 years of age with a High School Diploma or equivalent.
- Must have a valid driver's license and maintain good standards.
- Must have or obtain CPR/AED and First Aid training within three (3) months of hire date.

I have read and understand the job duties and physical requirements of this position.

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Signature

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Date

Village of Pleasant Prairie is an Equal Opportunity Employer.