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**7-D Van Driver**

**Part -Time Non-Exempt Hourly Position**

**Regular Hours** are 1:15-5:30 PM during the School year.

**Supervised by:** Director of OST

**Salary range:** $20-$25 per hour depending on experience

**Qualifications/Requirements**

* Massachusetts Registry of Motor Vehicles School Pupil 7-D Certificate or Commercial Driver’s License (CDL) required.

* Pass pre-employment physical and drug & alcohol screenings.

* Possess a clean driving record
* Pass background record check (CORI/SORI/DCF), fingerprinting and three reference checks.
* Good communication skills (parents, staff & children)
* Typical requirements within 30 days of hire include: EEC Transportation Trainings; Child Abuse Prevention, CPR; First Aid; AED; Bloodborne Pathogens.

**Physical Demands**:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear.  The employee frequently is required to sit and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds.  Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

**POSITION SUMMARY:**

Drives one of the Somerville YMCA’s School Pupil-plated 7-D vans. Picks-up and drops-off participants to the YMCA School Age Child Care Program from the various Somerville Public Elementary Schools and Prospect Hill Academy Early Childhood and Upper Elementary School Sites. Provides evening home transportation to one of three Somerville Housing Authority Sites. Does Pre and Post checks on vehicle used and cleans and disinfects the vehicle at the end of each run. Assists in providing a quality experience for children and families.

**ESSENTIAL FUNCTIONS:**

* Maintains professional attitude and appearance.
* Adheres to the regulations and polices set forth by the RMV and DEEC.
* Adheres to program standards including safety and cleanliness standards.
* Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
* Maintains positive relations with parents, children and other staff.
* On-time (punctual) attendance at work, staff meetings, and training programs.
* Professional attitude and appearance.
* Maintains current First Aid and CPR certifications.
* Brings any issues to the Director of OST’s attention immediately.

**Job Description Sign-off**

***I understand that I am expected to meet all of the essential job functions, maintain any certifications necessary for the position, and communicate any issues to my direct supervisor.***

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**School Pupil Driver Date**

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**Director of OST Date**