



## **Position vacancy announcement**

**Title:** Van Driver

**Reports to:** Principal

**Anticipated start date:** February 15, 2023

### **About this position**

The school van driver will pick up students at stops along established routes and drop them off at Provident Charter School. They may also transport students and faculty to special events or field trips. This is a full-time, year-round position that has a split shift schedule during the school year, with a modified schedule during summer school.

### **Job Responsibilities**

- Be attentive to traffic and weather conditions while staying on schedule and ensuring the safety of passengers.
- Ensure that their vehicle is operating properly each day by testing brakes, tires, and other components.
- Maintain a safe environment within the van by enforcing rules of conduct and responding to emergencies.

### **Qualifications**

- Must possess a valid Class C non-commercial driver's license.
- Ability to secure all necessary and relevant clearances.
- No at-fault traffic accidents in the last 5 years.
- Clean driving record (no traffic citations in the last 5 years).
- High school diploma or GED (preferred).
- Experience as a school driver (preferred).

### **Salary and benefits**

- Salary \$40,000
- Employer paid retirement contribution matching 10% of salary.
- Employer paid dental, vision, and life insurance benefits.
- Significant employer contribution toward health insurance.

### **How to Apply**

Interested candidates should email a cover letter & resume to Elizabeth Swartz, Human Resources Manager at [eswartz@providentcharterschool.org](mailto:eswartz@providentcharterschool.org).

*Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*