

## **YWCA of Black Hawk County Job Description**

**Title:** Van Driver (part time)

**Job Summary:** The YWCA van driver is responsible for transporting YWCA program participants to and from YWCA activities, safely and courteously, in a YWCA vehicle.

### **Responsibilities:**

1. Arrive at the YWCA in time to receive instructions concerning names and addresses of people needing transportation.
2. Transport program participants in a safe and courteous manner.
3. Obey all YWCA rules concerning vehicle use and transportation.
4. Make sure that program participants obey YWCA rules while being transported.
5. Obey all state of Iowa traffic rules and regulations.
6. Report any potential mechanical difficulty immediately to the Finance Director.
7. Take the YWCA vehicles to be serviced, repaired and/or cleaned when requested.
8. Keep all vehicle logs accurately and completely.
9. Inform Finance Director of any missing equipment from a vehicle, such as safety equipment.
10. Make sure that the vehicle's gas, oil and other fluids are kept at appropriate levels.

### **Qualifications:**

High school diploma/GED and must have or acquire a chauffeur's license. Must be at least 26 years of age and meet the YWCA's insurer's requirements for safe past driving record. Must pass a child abuse and criminal records check. Must have good vision and hearing and the ability to read a map. Good human relations skills and support of the YWCA's mission. Required training includes instruction on the operation of all YWCA vehicles; Bloodborne Pathogens and Hazardous Materials training.

**Salary:** \$8.00 per hour