**Job Title:**15-Passenger Van Driver  
**Revision Date:**Dec. 13, 2021  
**Status:** Part Time Non-Exempt

**Reports to:** Building and Maintenance Director **Job Grade:** 2

**COLLABORATIVE TRANSPORTATION VENTURE PARTNERSHIP INFORMATION:**

**The Northfield Healthy Community Initiative (HCI) and the Northfield Area Family YMCA are working together on a collaborative transportation venture**.  This partnership supports a wide variety of community programs and provides opportunities for youth, families and adults in programs that support unmet community needs.

**POSITION SUMMARY:**

Under the direction of the YMCA’s Building & Maintenance Director, and in accordance with the goals and objectives of the Northfield Area Family YMCA and the Northfield Healthy Community Initiative, van drivers are responsible for transporting students and families over scheduled routes and/or to/from special excursions in a 15-passenger vehicle; ensuring vehicle is in a safe operating condition and ensuring safety of riders during transport, loading and unloading from the van.

Hours are flexible, most driving is within or close to the Northfield community.  Schedules are created in advance.  Drivers sign up for trips that work in their schedules. Drivers are YMCA employees who support both YMCA and Healthy Community Initiative (HCI) programs.

All YMCA employees who work a minimum of two shifts a week will receive a free YMCA Adult Membership.  Upgrade that members to a Family Membership for the monthly cost difference.

Candidates should be 21 years of age or older and have a no moving violations.

To apply complete YMCA employment application (Click on “About” and find Employment page) and submit to Jesse@northfieldymca.org or drop off at the front desk at the Y.

**Essential Functions**

1. Assists students and other passengers (e.g. seating, restraints, special equipment, etc.) for the purpose of providing safe loading and unloading from vehicles including both emergency situations and normal transport.
2. Attends training as required for safe operation of the vehicle.
3. Communicates with passengers on the van to include adults and youth.
4. Maintains van cleanliness for the purpose of ensuring safety, appearance and sanitation of vehicle.
5. Drives vans for the purpose of transporting youth and adults over scheduled routes and to/from schools, the YMCA and/or field trips in a safe and timely manner.
6. Prepares documentation (e.g. daily mileage and condition reports, incident/accident reports, inspections, disciplinary and positive behavior reports, mileage, fuel needs, etc.) for the purpose of providing written support and/or conveying information.
7. Monitors passengers during transit for the purpose of maintaining order and ensuring the safety of passengers.
8. Performs pre-trip and post-trip inspections as required for the purpose of ensuring the safe operating condition of the vehicle.
9. Recommends routes for the purpose of coordinating efficient travel routes.

**YMCA COMPETENCIES:**

*Mission Advancement:* Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**Required Qualifications**

1. Must hold and maintain Class D Minnesota driver’s license or higher.
2. 21 years of age or older and have no moving violations
3. Must have strong communication skills with both adults and children
4. Ability to work with a diverse community
5. Excellent organization, communication, and administration skills
6. CPR/First Aid, Child Abuse Prevention training (within first 30 days)

**PHYSICAL DEMANDS**

Perform all physical aspects of the position, which include operating the vehicle, as well as assisting youth or adults in/out of the vehicle and assisting with seat restraints as needed

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s name Employee’s signature

Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_