

**Job Title:** Transportation  
**Type of Position:** Part-Time

**Reports to:** Executive Director  
**Employment Type:** Hourly

**Purpose Statement:** This is a part-time position responsible for driving the Neighborhood Center bus or van transporting the children to and from school and field trips.

**Job Responsibilities:**

- Transport children to and from destination provided.
- Assist with food pickups as needed.
- Maintain and coordinate maintenance and fueling of bus.
- Maintain and coordinate bus cleanings.
- Work with childcare staff to develop recommendations for bus.
- Participate in required training and education opportunities as required by DPW.
- Develop and maintain friendly, open communication with passengers and staff.
- Overall care and maintenance of the bus.
- Attend scheduled staff meetings.
- Attend job-related professional development classes, seminars, and workshops as directed by Supervisors.

**Required Skills and Abilities:**

- Valid CDL License with passenger endorsement.
  - Demonstrated experience working in a diverse multicultural environment.
  - A health assessment as defined in 55 PA Code 3270.151
  - A clear criminal history and clear child abuse record in accordance with DPW regulations.
  - Two written references from persons other than family members attesting to the applicant's suitability for the position.
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- Must have a warm and supportive attitude and disposition toward working with children and their families.
  - Must be reliable.
  - Must be flexible in receiving assignments or adapting to changes in the program.
  - Must be willing to accept supervision in order to improve work performance.
  - Must have excellent oral and written communication skills.

**Work Environment and Expectations:**

Neighborhood Center is a 4 STAR early care and education program that views each child as an individual with a unique developmental profile. Through age appropriate programming, the Center serves children age 12 months- to 12 years. The mission of Neighborhood Center is to achieve the highest level of professional development, build a community where families feel connected to one another and to the wider community, and



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to cultivate sustainable environmental choices and business practices to create a healthy environment for the children and teachers who care for them.

**Employee Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_