

FRIENDS ASSOCIATION FOR CHILDREN  
1004 SAINT JOHN STREET  
RICHMOND, VA 23220

**JOB ANNOUNCEMENT**

**VAN DRIVER:**

- I. **Qualifications:** Must be at least 25 years of age, high school diploma or GED required, minimum of one year experience operating 15 passenger van, holder of valid Virginia driver's license and **excellent driving history**. A current CDL, Class B, Endorsements P and S would be ideal but not required. Must not have been convicted of a felony or misdemeanor related to abuse, neglect or exploitation of children. Required to be drug free, of good character and reputation, literate, capable of performing assigned tasks, demonstrated ability to work with children, willing and capable of benefiting from training and supervision and ability to effectively communicate with children, parents, emergency and other resource and support personnel. Must be sensitive and responsive to the cultural difference of consumers and center personnel and constituents.
- II. **Responsibilities:** Operates a van/bus transporting children and carries out other responsibilities required in the transportation service.
- III. **Duties:**
  - A. Drives van on a regularly scheduled route transporting children to and from the childcare center.
  - B. Drives van transporting children on field trips of educational interest.
  - C. Drives van on special assignments.
  - D. Serves as back up bus driver.
  - E. Maintains required records about children and families assigned to transportation routes.
  - F. Maintains vehicle in proper and safe operating condition at all times and reports defects to supervisor.
  - G. Observes safety precautions while loading and discharging passengers and while van is in operation.
  - H. Enforces passenger safety regulations at all times.
  - I. Performs related work as required.
  - J. Serves as a teacher assistant as needed.
- IV. **Reports To:** Director of Child Development Program/Lead Teacher
- V. **Salary:** \$9.00/Hour
- VI. **Hours:** 6 AM –10 AM and 2:00 PM – 5:30 PM, Monday – Friday  
**Hours may vary due to field trips**
- VII. **Benefits:** None
- VIII. **Submit Resume To:** Friends Association for Children  
1004 Saint John Street, Richmond, VA 23220  
Fax: (804) 644-0509; Email: jobs@friendsassn.org
- IX. **Deadline:** Until position is filled
- X. **Position Location:** Robert L. Taylor Childcare Center  
929 North 26<sup>th</sup> Street

**\*DMV Driving History Transcript must be submitted with application and/or resume.**