



**JOB TITLE:** 21<sup>st</sup> CCLC **Peak Program Van Driver**  
**DEPARTMENT:** Youth & Family Assistance Department  
**REPORTS TO:** Project Director  
**FLSA STATUS:** NON-EXEMPT  
**PAY RATE:** \$10 per hour  
**SCHEDULE:** Monday- Thursday 2:30 pm -6:30 pm

**BASIC FUNCTION:**

Working with direct supervisor to establish transporting routes and ensuring the vehicle operation is in a safe operating condition and ensuring safety of students during transport, loading and unloading from vehicle. Activities relating to maintain vehicle good condition , including repair parts, cleaning , fueling and inspecting of vehicle for safety.

**RESPONSIBILITIES:**

- Assist students to provide safe loading and unloading from van.
- Attend safety meeting and trainings for the purpose of maintaining skills and meeting professional development requirements.
- Drives van for transporting student routes from school and afterschool program in a safe and timely manner.
- Prepare documentation and reports to direct supervisor incidents, inspection, passenger misconduct, mileage, etc.
- Maintains van both interior and exterior to ensure safety, appearance, and sanitation of vehicle.
- Perform daily vehicle maintenance inspection.
- Assist other personnel which duties as assigned.

**QUALIFICATIONS:**

Specific skills required satisfactorily perform the functions of the job including safe driving practices, van maintenance, and repair. Communication and promote a positive interaction with diverse student groups. Maintain good punctuality and attendance. Job related experience. Have a valid Oklahoma drivers license. Good driving record as reported by the Oklahoma department to transportation. Acceptable criminal history background report as reported by OSBI.

**Mail cover letter and resume to:**  
**Urban League of Greater Oklahoma City**  
**Attn: Human Resources**  
**3900 N. Martin Luther King Ave.**  
**Oklahoma City, OK 73111**

**ABSOLUTELY NO PHONE CALLS**