



Job Description

Title: Driver

Department: Transportation

Hourly Rate: \$13.00-\$15.00

Term: 10 Months (220 Days)

Reports to Kelvin Giles

Our busy company is seeking qualified candidates to transport clients to and from designated locations

This is a perfect opportunity for those seeking part time work

Scope of Responsibilities

- Driving children /passengers to and from school and locations as outlined on route manifest
- Driver responsibilities include daily cleaning of vehicles and reporting maintenance services for the vehicle,
- Providing accurate time records of the company vehicle's coming and goings. Reporting any accidents, injuries, and vehicle damage to management
- Adjust the route to avoid heavy traffic or road constructions, as needed
- Assist children/passengers with loading and unloading if needed
- After each route /Wipe down inside of vehicle door handles , dashboard, steering wheel, /spray disinfectant spray throughout vehicle, thoroughly clean inside vehicle removing all trash, vacuum, clean windows.
- Fill Gas Tank, Place Air in tires (check all tires daily for tire air pressure
- Completing vehicle safety reports prior to trips and after trips. To ensure safety of all passengers.
- Report all traffic, client behavior and any incidents to the manager.

Requirements

- Must have High School Diploma/GED
- Must have valid Virginia Driver's License
- Must be 18 years or older
- Must have a clean driving record
- Must have 3 or more years of driving experience
- Must have 3 or more years working with children (all ages)
- Must pass Criminal Background Check & Drug Screening/ Sex Offender Check
- Must have Strong Customer Service Skills
- Able to lift 10 to 15lbs.
- Familiarity with GPS devices
- Knowledge of area roads and neighborhoods
- Availability to take weekend and night shifts
- Follows DWPS policies, procedures and support the mission and vision of DWPS
- Ability to remain calm in stressful driving situations (e.g. at rush hour)
- Perform other tasks as assigned

Dynamic Works Program Support P.O. Box 35309 North Chesterfield Virginia, 23235

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