



CRISTO REY

PHILADELPHIA  
HIGH SCHOOL

**Cristo Rey Philadelphia High School**

**POSITION DESCRIPTION**

**Job Title:** School Van Driver

**Reports To:** Transportation Supervisor

**Job Purpose:** To transport students to and from work study programs safely and on time

1. Promotes efficient operation of the Transportation Department by:
  - a. Reporting for work regularly and on time for all assigned responsibilities
  - b. Behaving in a cordial manner toward students, staff, community members and co-workers
  - c. Observing all Pennsylvania Department of Transportation rules and regulations as defined Pennsylvania Driver's Manual
  - d. Performing other duties related to job responsibilities as assigned by the Transportation Supervisor or designee including sports and field trips
  
2. Assures that the vehicle meets safety standards by:
  - a. Performing pre-trip walk-around inspection and filing written report regarding vehicle malfunctions or issues
  - b. Performing the specific mandatory safety regulations outlined in the Pennsylvania Driver's Manual in both regular and emergency conditions
  - c. Checking and Maintaining all fluid levels including fueling the vehicle on a regular basis.
  
3. Promotes student safety and health by:
  - a. Maintaining a clean vehicle
  - b. Maintaining student management procedures to ensure safe transportation including seat belt use by all riders
  
4. Operates daily work study runs appropriately by:



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- a. Transporting authorized students to and from work study sites utilizing the assigned route sheets as written
- b. Observing all traffic laws and regulations

### **Job Prerequisites:**

1. High School diploma or equivalent
2. Valid PA Operator's License
3. Safe driving record as indicated by State Driver History Report
4. Pennsylvania State Police Criminal History Clearance
7. Act 114 Federal (FBI) Criminal History Clearance
8. Child Abuse Clearance
9. Effective communications skills (verbal and written)
10. Effective interpersonal skills (demonstrates integrity, honesty, patience, humor, compassion, courtesy, responsibility)

### **Application Instructions:**

Interested candidates should submit their cover letter and resume to [jointheteam@crphs.org](mailto:jointheteam@crphs.org)