



CWSP Van/Shuttle Driver - Job Description

The primary responsibility of the CWSP Van/Shuttle Driver is to transport Christ the King student-workers in a safe and timely manner. By transporting the students between school and their work sites safely and on time every day, drivers provide the excellent customer service that our Corporate Partners expect. (Corporate Partners pay approximately 60% of the students' tuition.) Customer service and communication skills are important, because our drivers interact with student-workers and CWSP staff on a daily basis. Drivers report to the CWSP Director and the vehicle fleet lead for driver maintenance.

CWSP Van/Shuttle Driver Duties:

- Ensure the safety of all students and passengers.
- Maintain a safe and orderly environment in the van/shuttle by enforcing rules of conduct according to the Student Handbook.
- Adhere to all traffic laws and conditions, using good judgment and staying attuned to weather conditions.
- Ensure that vehicle is operating properly each day by testing brakes, tires, and other equipment. Report any issues promptly to the fleet lead or CWSP Director.
- Respond to mechanical or other issues appropriately; report these to the CWSP Director as soon as possible.
- Arrive at each scheduled stop at the designated time while ensuring the safety of passengers.
- Communicate with CWSP staff as needed in a timely manner.
- With the help of the students, keep the interior of the vehicles clean; not allow students to eat or drink in the vehicles.
- Keep accurate daily records of the names and number of students transported.
- Provide accurate records of commute times, fuel used, and miles driven.
- Be in CWSP Driver uniform upon reporting to work daily.

CWSP Van/Shuttle Driver Requirements:

CWSP Van/Shuttle Driver candidates must meet the requirements below:

- Complete a background check and other requirements of all prospective CWSP employees.
- Possess a valid Illinois driver's license, and be able to upgrade to a valid commercial driver's license to drive students in CWSP vehicles.

The above is intended to describe the essential requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

To submit an application, please send a resume and letter of interest to Mrs. Tamika Djondo at tdjondo@ctkjesuit.org.