

## **CESA 8 JOB OPENING PART-TIME DRIVER**

### **SUMMARY:**

CESA 8 is looking for a Part-time Driver to transport internal staff to and from school districts. The successful candidate must be able to work a flexible schedule during the school day to transport client(s) to and from different locations.

### **JOB RESPONSIBILITIES:**

- Follow relevant safety regulations and state laws governing vehicle operation and ensure that passengers follow safety regulations.
- Test vehicle equipment frequently, such as lights, brakes, horns, or windshield wipers, to ensure proper operation.
- Arrange to pick up particular customers, groups, or employees on a regular schedule and transport them to appropriate locations.
- Perform routine vehicle maintenance, such as regulating tire pressure and adding gasoline, oil, and water.
- Pick up or meet client(s) according to requests, appointments, or schedules.
- Transport & drive employee(s) to and from various districts to meet employee's obligations to that district
- Develop and support a schedule with employee(s) to create efficient use of travel and work time

### **QUALIFICATIONS:**

- Must have a valid driver's license
- Must be flexible to accommodate changing schedules
- Is personable and is easily relatable to
- Willingness to develop and grow both personally and professionally