



EMPLOYMENT OPPORTUNITY

Driver

Don Bosco Cristo Rey High School and Corporate Work Study Program

Open: May 18, 2018 - **Close:** June 1, 2018

Don Bosco Cristo Rey is a private, Catholic, college-prep high school sponsored by the Archdiocese of Washington and the Salesians of Don Bosco, serving students of diverse backgrounds from financially challenged families who live in the greater Washington metropolitan area. Don Bosco Cristo Rey's mission is to provide an affordable, safe, values-centered education which prepares graduates for success in college and life. The Corporate Work Study Program (CWSP), is a unique feature of the school. A separate corporation, it trains the students for entry-level clerical employment, and markets their services to local corporate clients.

Overall Position Description:

Don Bosco Cristo Rey seeks an energetic, experienced professional to ensure 2-15 high school students are safely driven to their worksites or other school/work commitments. Drivers may be called upon to drive a minibus or a van.

Brief Summary of Duties:

- Transport students to and from school and work in a safe and timely manner.
- Supervise students while transporting and transition between destinations.
- Address and resolve transportation challenges.
- Attend periodic transportation staff meetings.
- Inform the Lead Driver of necessary vehicle maintenance and turn in gas receipts.
- Communicate via cell phone and email with Lead Driver or On- Call Attendant if any changes or emergencies arise.

Minimum Requirements

- Must be 21 years of age or older and a licensed driver, familiar with the Washington DC metropolitan area.
- Must submit a 3-year driving record and pass criminal background investigations.
- Must have demonstrated knowledge of traffic and highway safety rules and regulations.
- Available Monday through Friday from 7:30 – 10:00 am and 3:30 – 6:00 pm. (During weather delays, morning shift will be 9:00 – 10:00.)
- Bilingual English/ Spanish preferred.
- Proficiency in use of email communication.
- Possess interpersonal skills to relate well with students, staff, administration, and parents.
- Sensitivity to the ethnic, racial and religious backgrounds of the student body.
- Commitment to the School's Mission.

Position available: August 15, 2018

To apply for this position: (email submissions preferred)

If you are qualified and interested in this position, send

- A letter stating personal intent,
- A comprehensive resume

Ana Chapa
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