



Van Driver

Job Type: Part Time Hourly Staff

Supervisor: Operations Coordinator

Schedule: Monday through Friday 6:30–8:30 AM and 2:30–4:30 PM, with possible extra hours for field trips or events during the school year

Role Summary: The Van Driver plays a critical role in the daily operations of Concord Christian Academy by ensuring the safe and timely transportation of students to and from school and school-related activities. This individual serves as a reliable and caring adult presence for students, supporting a safe, respectful, and Christ-centered environment throughout every trip. The Van Driver is expected to demonstrate professionalism, uphold the school's values, and prioritize student safety and well-being at all times.

Duties and Responsibilities:

- Safely operate a school van along assigned routes and schedules
- Ensure the safety and well-being of all student passengers at all times
- Maintain order and discipline on the van in alignment with school policies
- Conduct pre-trip and post-trip vehicle inspections and report any issues
- Follow all traffic laws, regulations, and school transportation policies
- Communicate effectively with school staff, parents, and students
- Maintain accurate records of mileage, student attendance, and incidents
- Assist students with boarding and exiting the vehicle as needed
- Represent the school in a professional and Christ-honoring manner
- Ensure cleanliness and general upkeep of the van

Qualifications:

- Review and affirm, without reservation to the Core Statements adopted by CCA include the CCA Mission, Vision, Core Values, Community Life Statement, Statement of Faith, Philosophy of Christian Education, School-wide Learning Outcomes, and Instructional Values.
- Punctual, dependable, and safety-oriented
- Kind, respectful, and able to interact positively with children and parents
- Supportive of Christian values and willing to work in a faith-based environment
- Demonstrates patience, maturity, and good judgment
- High school diploma or equivalent
- Valid driver's license with a clean driving record
- Prior experience driving children preferred
- Ability to pass background check, drug screening, and driving record check
- CPR/First Aid certification (or willingness to obtain)