



**Job Announcement  
September 21, 2015**

**Van Driver**

The Greater Maple Valley Community Center is currently seeking applicants for an **On-Call Van Driver**.

This on-call week position will operate a minibus in demand-response service, assure the safety of passengers and vehicle and provide outstanding customer service. Essential functions include:

- Maintain radio contact with dispatch center.
- Operate 11 or 14-passenger minibus, picking up and delivering passengers as identified by route, manifest or dispatch. Inspect vehicle, including cleanliness and check of fluids, and complete pre- and post-trip inspection report.
- Greet and assist passengers, operate the wheelchair lift and secure wheelchairs when needed.
- Collect, handle and accurately account for fares and donations.
- Attend monthly safety meetings.
- Demonstrate knowledge of Federal, State, County and agency transportation policies, fleet and vehicle capacities, equipment requirements and limitations.
- Complete all reports accurately and completely.

Qualifications include:

High school diploma or GED. Three years driving experience, commercial driving preferred, especially operation of a transit minibus or similar vehicle, or any combination of experience and training which provides the applicant with the knowledge, skills, and the ability required to perform the work.

Successful candidates will possess a valid Washington State Driver's License. Prior to employment, drivers must authorize and pass Washington State Patrol criminal history check, a Department of Licensing drive record check. Drivers must possess first aid and CPR certification prior to beginning employment. Drivers are subject to both pre-employment and random testing for drugs, and are subject to a medical certification conducted by a medical professional.

Contact Tracy Jones at (425) 432-1272 or [tracyj@maplevalleycc.org](mailto:tracyj@maplevalleycc.org) for more information.

Compensation is \$13 per hour plus benefits as defined in the employee manual.

To apply, submit resume and cover letter to Tracy Jones at [tracyj@maplevalleycc.org](mailto:tracyj@maplevalleycc.org) by 5:00pm, Monday, September 28, 2015

