UP RVA Part-Time Driver Job Description

Position Title: Part-Time Driver

Organization: UP RVA

Reports To: Senior Director of Operations

Employment Status: Part-Time

Position Summary

UP RVA is seeking a dependable, safety-focused, and professional Part-Time Driver to transport students to and from partner schools, UP RVA programs, activities, and other approved locations. The driver provides safe, timely, and respectful transportation, supports student safety during each trip, and maintains consistent communication with the UP RVA Operations Team.

Essential Duties and Responsibilities

- Safely transport students according to assigned routes and schedules, Virginia traffic laws, and UP RVA transportation policies and procedures.
- Review the current transportation schedule, route, and student roster before each assigned shift. Arrive at the scheduled reporting time and complete required preparation before departure.
- Clock in before beginning work and clock out after completing assigned duties. Accurately record all work time, including required schedule review, inspections, vehicle care, documentation, and training.
- Complete and document required pre-trip and post-trip vehicle inspections. Report safety defects promptly and do not operate a vehicle with an unresolved condition that makes it unsafe.
- Confirm that all occupants use seat belts and follow vehicle safety expectations. Assist students with entering and exiting the vehicle when necessary.
- Account for students at pickup and drop-off, maintain transportation attendance records, and promptly report missing students, unexpected absences, or roster discrepancies.
- Pick up and drop off students only at approved locations and follow established student release procedures. Obtain authorization before changing a route, destination, or release arrangement.
- Never leave a student unattended in a vehicle. Physically check the entire passenger area after every trip to confirm that no student remains onboard.
- Communicate route updates, delays, absences, student concerns, and emergencies promptly through GroupMe or another approved communication method.

- Ensure all students wear seat belts and follow vehicle safety expectations.
- Immediately report accidents, vehicle damage, mechanical concerns, safety issues, or incidents to the Senior Director of Operations.
- Maintain accurate mileage, fuel, attendance, inspection, and transportation records. Keep the assigned vehicle clean, organized, and free of trash, and secure the vehicle and keys after use.
- Protect student and family confidentiality and maintain appropriate professional boundaries and respectful interactions with students, families, school staff, coworkers, and community partners.
- Complete required driver orientation, safety training, and transportation meetings, and assist with additional transportation-related duties as assigned.
- Assist with additional transportation-related duties as assigned.

Required Qualifications

- Must be at least 21 years old.
- Valid Virginia driver's license.
- Safe driving record and ability to meet applicable UP RVA vehicle insurance eligibility requirements.
- Ability to pass a criminal background check, driving-record check, and other required screenings.
- Ability to safely operate an organization vehicle and reliably report to the UP RVA office or assigned vehicle location.
- Dependability, punctuality, and ability to follow established routes, schedules, and safety procedures.
- Clear communication, sound judgment, problem-solving skills, and ability to remain calm during emergencies.
- Ability to use a smartphone for navigation, schedule updates, timekeeping, and approved team communication; ability to use Google for work related tasks including accessing docs, schedules, downloading and communication.
- Ability to remain calm and follow emergency procedures when necessary.

Preferred Qualifications

Experience working with children or teenagers and experience providing passenger or student transportation are preferred.

Physical Requirements

- Ability to sit and drive for extended periods.
- Ability to enter and exit a vehicle repeatedly.

- Ability to assist students with entering and exiting the vehicle when necessary.
- Ability to lift or move up to 25 pounds.
- Ability to operate a vehicle safely in changing weather and traffic conditions.

Work Schedule

Hours are based on UP RVA's transportation needs and may include morning and afternoon school transportation, after-school programming, special events, and occasional evening or weekend assignments. The schedule may include separate morning and afternoon shifts. Drivers must be available for confirmed shifts and promptly notify the Senior Director of Operations of availability changes or an inability to work an assigned shift.

Professional Expectations

Drivers are expected to demonstrate safety and good judgment, dependability, punctuality, clear and timely communication, patience, professionalism, respect for students and families, accountability, teamwork, and commitment to UP RVA's mission.

UP RVA Mission

UP RVA’s mission is to empower students to achieve economic sustainability by providing access to exceptional secondary and post-secondary academic opportunities and bridging the educational equity gap.

Equal Opportunity Statement

UP RVA is an equal-opportunity employer. Employment decisions are made without discrimination based on race, color, religion, sex, age, national origin, disability, veteran status, or any other status protected by applicable law.

Inquiries

All applicants should submit their resume to Marchelle Roane, Senior Director of Operations at mroane@uprva.org.