

## **Van Driver - Campus**

**FLSA Status: Non-exempt**

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring resources and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

The Homefront experience is individualized to meet the needs of each family who comes to us for help. Last year, with an annual budget of \$9 million, we answered over 15,000 cries for help providing shelter, food and hands-on emergency aid.

### Summary

The Homefront Family Campus, located in Ewing, NJ is a safe haven for Mercer County's homeless families. The Van Driver is responsible for the transportation of HomeFront clients to and from designated pick up areas in Trenton ensuring their timely and safe arrivals. The van driver will work an early am run, take a long break and return to work for evening runs.

### Essential Job Functions and Responsibilities:

- Drive clients and families to and from designated pick up and drop off locations
- Secure safety of clients and families
- Ensure clients and families use adequate seatbelts/car seats
- Maintain cleanliness of all vehicles driven
- Conduct inspections of vehicles and fill-out log as specified
- Notify Vehicle Maintenance Supervisor of vehicle repairs as required
- Ensure vehicles contains adequate levels of gasoline
- Check oil regularly
- Meet pickup and delivery schedule as designated by Supervisor
- Follow safe driving practices and obey parking signs
- Follow all driving and road regulations

### Job Competencies:

- Ability to delivery excellent customer services to clients
- Time Management
- Excellent communication skills
- Conflict Resolution

### Job Requirements:

- Valid driver's license
- Clean driving record

### Physical Demand and Work Environment

- Exposure to weather conditions prevalent at the time
- Ability to sit for long periods of time