

Family Promise of Reno/Sparks
IHN Saturday/Evening Van Driver Job Description &
Memorandum of Employment

Job Objective:

To provide transportation services to the families participating in the Interfaith Hospitality Network (IHN) program offered by Family Promise of Reno/Sparks.

Duties & Responsibilities:

1. Transport Family Promise guests to and/or from hosting congregations to the Day Center in the morning/afternoon (see attached schedule).
2. Check the schedule at the beginning of the month, and let the Director know of any availability conflicts.
3. Transport the “burgundy book” to and from hosting congregations with the guests.
4. Always operate the van with safety in mind:
 - a. ALL passengers must wear seat belts at all times
 - b. Children birth to age 8 must be in an appropriate car seat
 - c. Never drive the van on the freeway or above the posted speed limits
 - d. If the radio is on, keep the volume low enough to be able to hear traffic and passengers
 - e. Know where the first aid kit is and how to use it
 - f. Know where the flares, spare tire and jack kit are and how to use them.
6. At all times, be courteous to the guests, volunteers and staff. If there is a problem with behavior, lack of respect, or breaking of van rules by the guests, please report that to the Director and/or the Case Manager immediately.
7. When dropping guests off at the Day Center, do not leave before ensuring that there is another Family Promise staff member on site. On Friday the driver will stay at the Day Center with guests until 8AM. The primary duty during this shift is availability in the case of an emergency.
 - a. In the case of a non-life threatening emergency call a contact included on the non-life threatening emergency call list provided to the van driver
 - b. For any life-threatening emergency, call 911.**
8. The van driver will complete the following maintenance responsibilities:
 - a. Fill the fuel tank at a quarter tank or sooner
 - b. Check the oil and tire pressure once a week
 - c. Schedule periodic van service and take the van to the dealer for such service
 - d. Wash the vans exterior and clean the interior at least once per month.

Accountability:

- The Van Driver reports to the Executive Director of Family Promise of Reno/Sparks.

Requirements:

- Previous transport experience is preferred.
- Good driving record.
- Background checks.

Details:

Hours:

- This is a quarter-time 10-15 hours per week position.
- Hours each week may vary (but will not be lower than 10 hrs) depending on the location of the congregations, time it takes for transportation of guests to and from host congregations, and van maintenance to be performed that week.
- The position is a six day per week position.
- The schedule is attached.

Wages:

- Salary: \$10.00 per hour.
- There are no benefits included with this position.

Vacation/Personal Leave:

This position includes one week of vacation hour

- Vacation time is accumulated on an accrual basis beginning on the first day of employment with Family Promise.
- Vacation time may be used after the first 90 days of employment.
- The employee may begin use of personal leave days after 30 days of employment with Family Promise.
- Vacation and personal leave arrangements should be made with the director in advance.

Schedule:

Monday	4:30pm – 6:00pm
Tuesday	4:30pm – 6:00pm
Wednesday	4:30pm – 6:00pm
Thursday	4:30pm – 6:00pm
Friday	4:30pm – 6:00pm
Saturday	8:30am – 10am; 4:30pm – 6:00pm