

**Camp Arbutus Hayo-Went-Ha
Driver
Job Description**

Desired Qualifications

- * Valid and appropriate state driver's license (CDL)
- * Good driving record (to be checked by insurance company)
- * Current CPR and first aid certifications
- * Ability to teach others proper behavior in a vehicle
- * Good character, integrity and adaptability
- * Enthusiasm, sense of humor, patience and self control
- * Desire to work and live in a camp community

Responsible to
Camp Director

General Responsibilities

To drive camp vehicles in appropriate manner for camper and/or staff transportation.

Specific Responsibilities

1. Participate in staff training and teach staff about regulations pertaining to camp vehicles.
2. Be able to coordinate driving schedule with the Camp Director
3. Teach the proper use of seat belts, safe loading and unloading, proper behavior in the vehicle and other aspects of vehicle safety.
4. Teach other staff who have been selected and cleared to drive the transportation policy and conduct an on road test
5. Clean and maintain all camp vehicles.
6. Coordinate all vehicle repairs
7. Check all vehicle logs are being maintained.
8. Check all camp vehicles periodically for routine upkeep (oil changes, tires, gas etc.)
8. Maintain each vehicle with a first aid kit, fire extinguisher, reflectors and other safety equipment
9. Be familiar with and follow procedures for reporting accidents, injuries, incidents, safety checks and vehicle break downs and be familiar with any health problems of campers and staff being transported
10. Prepare a summary and evaluation of the camp season and make recommendations for the following season
11. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required by the Camp Director.

Essential Functions

The Transportation Director needs to communicate effectively to enforce safety regulations, must be able to drive for needs and supplies; lift/assist needed equipment; observe all areas of transportation in the camp setting; use telephone; observe and assess unsatisfactory activities or inappropriate behavior when driving.