



### **Job Description: MARC Co-Pilot**

#### **Responsibilities and Expectations:**

- Review route sheet before the transport begins
- Be on time to meet the driver at the designated spot (usually outside of UWL Center for the Arts at 16<sup>th</sup> and Vine)
- Assist driver with navigation/directions during pick up and drop off
- Receive or make phone calls to Pre-College Coordinator/Site Supervisor with any updates or questions while en route
- Go to door to greet students and talk with family, if necessary
- Enforce van safety rules for all students
- Maintain proper noise level during transitions (from bus to classroom and vice versa)
- Other related duties as determined by Site Supervisor

#### **Additional Expectations**

- Provide feedback and suggestions to improve transportation at site
- Represent the MARC program when interacting with students and families
- Maintain positive relationships with students, families, staff
- Advocate on behalf of the program if necessary
- Ensure students take all of their belongings from the van during drop off
- Be proactive (see, and then do, what needs to be done)
- Communicate with Site Supervisor any needs and concerns