



### **Job Description: MARC Driver**

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

- Review route sheet before transport begins
- Pick up van at UWL Motor Pool on the north end of campus no later than 4:00 on the day of programming and return when drop-off route is finished
- Be on time to meet co-pilot at the designated spot (usually outside of UWL Center for the Arts at 16<sup>th</sup> and Vine)
- Pick up and drop off students at homes or designated locations
- Maintain proper noise level during transitions (from van to classroom and vice versa)
- Ensure safety of all passengers
- Ensure cleanliness of van
- Other related duties as determined by Site Supervisor and/or Pre-College Coordinator

#### **Additional Expectations**

- Communicate with Site Supervisor in advance of any absences
- Provide feedback and suggestions to improve transportation at site
- Represent the MARC program when interacting with families, school staff and Motor Pool/Enterprise
- Maintain a positive relationship
- 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), and a leader and role model regarding all activities during programming
- Communicate with Site Supervisor any needs and concerns