

JOB DESCRIPTION: CAMP DRIVER



QUALIFICATIONS:

1. Must be at least 21 years of age
2. Hold a valid drivers license.
3. Employment is contingent on Insurance Company check through the Dept. of Transportation for any traffic violations and camp's driving record/background check.
4. Free of health problems that would effect safely driving a motor vehicle.
5. North Star Camp requires that all staff members are vaccinated for MMR, Td/Tdap, Varicella, Meningococcal, and Hepatitis B.

RESPONSIBLE TO:

The Directors, Caretaker, Program Director & Trips Director

GENERAL RESPONSIBILITIES

- To safely transport campers and staff.
- To run the camp errands in town
- To oversee the fleet of vehicles and their maintenance
- To keep documentation on repairs and service on all vehicles..

SPECIFIC RESPONSIBILITIES:

- ▶ To drive campers on overnight trips. Requires driving a 15 passenger van with a trailer on trips that may be over 4 hours round-trip.
- ▶ To give passengers a safety orientation and visibly check seatbelts prior to leaving on a trip. Sign our all passengers in program office on trips logistic form.
- ▶ To drive campers or staff to the airport in Minneapolis or for appointments outside of camp. At the start of the summer there may be daily trips to the Minneapolis airport (3 hours each way) for staff pick-ups.
- ▶ To make regular town runs, organizing and purchasing the items on the town list. Maintain receipts from trip and distribute goods.
- ▶ Drive 26 ft. truck with luggage between camp and Chicago area (8 hours each way) at the start/end of each session. Help load and unload camper baggage and assist parents.
- ▶ To keep the fleet of vehicles clean and filled with gasoline.
- ▶ To ensure that all safety equipment is in the emergency box in the vehicles and is operable.
- ▶ To make sure that weekly safety checks are done on the vehicles and documented in vehicle log.
 1. Fluid levels
 2. Lights
 3. Horns
 4. Brakes
 5. Tires
 6. Windshield and wiper condition
 7. Mirrors
- ▶ To fill out a weekly vehicle condition reports and give to Sue, Tom, Program Director and Trip Director and to communicate immediately any problems with the vans to Sue and the Program Director.
- ▶ To keep vans fueled and to hook up trailers and check lights as equipment is needed.
- ▶ To conduct yourself in a professional manor when dealing with the public.
- ▶ When not driving, assist the maintenance staff and offer your services to other areas of camp as needed.
- ▶ Groups being picked up may need lunches packed. Bring drinks on pick up. Check with Trip Director.