



Vacancy Announcement

About UPO

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, DC, and has served the residents of the District since 1962. **Our Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” **Our Mission** is “Uniting People with Opportunities.” **Our Promise:** Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

About the Office of Early Learning (OEL)

OEL’s Mission

In collaboration with Family and the O has a special focus on helping children from birth to age 3 to grow and thrive in a healthy, supportive environment. Our Early Head Start programs provide infants and toddlers with the tools needed to develop their social-emotional, physical, cognitive, and language skills—steering them in the direction of happiness and success.

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION:	CDL Bus Driver (1 Position)
PROGRAM/DIVISION:	Office of Early Learning
BULLETIN No:	03082019
SALARY RANGE:	\$29,000-\$34,000(Commensurate with Experience)
OPENING DATE:	August 2, 2019
CLOSING DATE:	Open until filled
FIRST SOURCE:	N/A

MAJOR DUTIES:

Provide safe and timely transportation of children and families to UPO sponsored events and activities. Serve as a carrier for mail delivery and pick-up for UPO sites, delegate programs and partners in the DC area. Responsible for the sorting of food/paper goods and delivery to various sites.

Transport home based children and families to bi-weekly socialization events. Transport center based children on field trips. Transport children and families to service providers. Serve as carrier for mail delivery and pick up for the UPO sites, delegate programs and partners in the DC area. Divide and disperse food items and paper goods by site, in provided packaging, according to food safety practices using food distribution plan provided by Nutrition Coordinator; store extra food properly in designated areas. Complete daily bus/van pre- and post-trip checklist and inspection log. Turn in all checklists and inspection logs each Friday to the supervisor. Clean the interior and exterior of the bus/van monthly; confirm bus/van cleanliness when transported back to parking site. Ensure each center staff who receives delivery signs off on food/paper goods delivery confirmation sheet and return signed forms to Nutrition Coordinator.

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MINIMUM QUALIFICATIONS:

High school diploma or GED equivalent. Current CDL with an A or B class license. A recent, clean, 5 year driving record (no more than 2 current points. Meet the health and physical requirements for drivers of children in the District of Columbia, as specified by the Office of the State Superintendent of Education (possess a DOT card). Maintain a neat and clean appearance at all times. Represent UPO in a positive manner at all times as well as work and promote a harmonious environment with a professional attitude and demeanor.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Ability to effectively use Microsoft Office programs and electronic time keeping program (ADP). Possess effective organizational and professional communication skills, both written and verbal.

DESIRED QUALIFICATIONS:

Possess at least 2 years of CDL driving experience transporting children/passengers in the Washington Metropolitan area. General knowledge of rules, and regulations related to transportation and vehicle maintenance.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

This is a Special Trust position subject to mandatory random drug and alcohol testing.

This position *IS* in the collective bargaining unit of the CWA Union.

Submit your cover resume, CDL License, and driving record to upojobs@upo.org or fax all documents to 202/319-3237.