



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Transportation Coordinator

Location: Peninsula

Component: Head Start

Qualifications: Candidates must have a Virginia Commercial Driver's License (CDL), and one (1) year of experience driving a bus. Must have a good driving record. Must possess good writing and communications skills. Knowledge of geographic area in Newport News and Hampton. DOT Physical, TB test, CPS and Criminal Record check required for employment.

Duties: Adheres to all local, state, and federal policies regarding transportation. Supervises Head Start Bus Drivers. Maintains current and accurate records of transportation operations and submits them to the Head Start/Early Head Start Director. Ride with drivers periodically, to observe pick-up/drop-off procedures, as well as safety procedures. Immediately report all Bus Runs daily that are suspended for any reason. Assist in developing/monitoring bus routes with Family Services staff. Coordinate with all service areas in meeting the objectives of the Head Start/Early Head Start Program. Make recommendations regarding personnel actions, for transportation staff in Hampton and Newport News, in accordance with agency policies and procedures. Assist in preparation of the budget pertaining to transportation. Assist in the coordination of collaborative efforts in Community partnerships. Serve as Substitute Driver where indicated. Perform other duties as assigned by the Head Start/Early Head Start Director.

Salary: \$36,043 - \$38,015; 40 hours per week with benefits.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. You can also visit: www.hrcapinc.org to print an application and mail to P.O. Box 37, Newport News, VA, 23607.

Closing Date: Applications accepted until position is filled.

Hampton Roads Community Action Program is an Equal Opportunity Employer