

Motor Vehicle Driver I (Part-Time)

Baltimore City Health Department

Early Head Start Program (EHS)

The Baltimore City Health Department is currently recruiting a Motor Vehicle Driver I for the **Early Head Start Program; 20-28 hours/weekly**. A valid Maryland Class A or B **Commercial Driver's License, S and P Endorsements** or an equivalent out-of-state driver's license acceptable to the Office of Risk Management is required.

Some of the duties assigned to this individual are as follows:

- Provide round trip transportation (**drive a 28 passenger mini school bus**) for program participants (**parents with children**) and staff for program related activities.
- Prepare routes for participant pick-up and advise participants of intended arrival times.
- Document daily pre-trip vehicle safety check and inspection for sleeping children and/or belongings; maintain daily mileage and passenger attendance reports.
- Maintain daily mileage reports and passenger attendance reports.
- Maintain vehicle by procuring gas and arranging cleaning and mechanical services as needed.
- Help plan and implement vehicle safety training for staff, parents, and children.
- Pick-up and transport supplies as necessary.
- Attend related trainings as required.
- Perform other duties as necessary

The candidate must also be committed to the overall philosophy of EHS, model appropriate behavior/interaction with children and parents, and be willing to submit to a criminal background investigation.

Hourly Rate: \$15.13 - \$15.97, Benefit package inclusive of Health, Dental, Paid Leave and Holidays

Minimum qualifications include: High School Diploma or GED

Interested candidates should contact:

Paula Ladson-Gillis, Operations Officer (EHS Delegate)
Bureau of Maternal and Child Health
Baltimore City Health Department
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Baltimore, MD 21202
E-mail: Paula.Ladson@baltimorecity.gov (410--396-4460)

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