



FINCH-HENRY JOB CORPS CENTER

821 Highway 51 South
Batesville, MS 38606
Telephone: 662.563.4656
Facsimile: 662.563.1644
Toll Free: 800.733.5627

Driver

Department: Security
Classification: **Non-Exempt**
Status: **Full-Time**

Reports To: Safety & Security Manager
Dates of (2nd) Posting: 12/03/2024 – 12/10/2024
Salary: **Contact Human Resources**

GENERAL FUNCTIONS:

Responsible for the safety and security of the students, staff and facilities.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or equivalent required.
Experience: Minimum of one-year experience in driving passenger vehicles.
Days/Hours: Wednesday - Sunday; 40 hours per week

Job Description:

- Transports students to and from off-center appointments.
- Checks the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, and safety equipment to ensure that everything is in working order.
- Reports any bus malfunctions or needed repairs.
- Complies with traffic regulations.
- Prepares and submits reports that may include the number of passengers or trips, hours worked, mileage, and/or fuel consumption.
- Ensures the physical security of buildings and property.

LICENSE OR CERTIFICATIONS:

A valid state Commercial Driver's License with an acceptable driving record is required.

Interested applicants may forward a resume and appropriate credentials to:

Finch-Henry Job Corps Center
Attn: Human Resources
pittman.lucy@jobcorps.org
Visit our website at:
<https://www.etrky.com/career-center/>
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