



Headquarters

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Dear Applicant:

Thank you for your interest in a driving position with **VAN POOL TRANSPORTATION**. These are answers to some of the most common questions we hear from potential drivers.

Q. *What does the company do?*

A. We provide special transportation, primarily for children in special education programs. We bring them to school in the morning and bring them back home in the afternoon.

Q. *Where are the jobs located?*

A. We provide service to towns in Hampshire, Hampden, Franklin, Worcester, Middlesex, Norfolk, Bristol, Plymouth and Barnstable counties. The route you drive might be entirely in your town, or it might be transporting children from one town to a program in another town. But in both cases, the route will either start or end near your home.

Q. *Where do I have to go to get the vehicle in the morning?*

A. The van stays at your house at night and between runs. This means no commuting expense for you and no time wasted driving back and forth to work (Personal use of the van is not allowed).

Q. *What do I do if I have trouble with the van? Or if there is an emergency? Or if I get lost? Or if I don't know what to do?*

A. All our vehicles are equipped with two-way radios, and we use them all day long. You "sign on" by radio when you get into the van, you inform the dispatcher of anything out of the ordinary, and the dispatcher is always there to assist and direct you. There isn't a problem she/he can't solve.

Q. *What about bad weather?*

A. The towns usually cancel school if it's unsafe to transport children. But if school is in session, we're out there.

Q. *How much will I get paid?*

A. Our pay is set on a per hour basis for drivers and monitors. There are advancement opportunities available once employed and qualified to raise your hourly rate. There is a perfect attendance incentive that will increase your hourly rate each pay period if you have perfect attendance.

Q. *Can I work 40 hours per week?*

A. Drivers are part-time employees, working less than 29 hours per week. Twenty hours is usually a minimum, with 25-29 hours per week being the most common.

Q. Do I need a special license? Is there anything else I need?

A. A school pupil transport (a 7D certificate) license is required and is easy to get. We do not require you to get it until after you have been hired. You will also need a good driving record, acceptable criminal record, pass a 7D physical, and good references.

Q. What do I do about gas? Repairs? Other expenses?

A. Each vehicle is assigned a gas card for refueling and a transponder for tolls. The vehicle comes to our repair facility for preventive maintenance on a regular schedule. Unscheduled or emergency service is rare, but if there is any problem you report it to the dispatcher. The dispatcher will take care of whatever is needed.

Q. Can I bring my own children on the route with me?

A. Absolutely not.

Q. Is there work over the summer?

A. Yes. If you want work, it's available. If you want the summer off, arrangements can usually be made as long as the needs of the company and our students have been met.

Q. What qualities are you looking for? What do you expect from me?

A. We want people who give a good impression to teachers and to the parents of the children we transport. We want people who are dependable and punctual. Tardiness and anything more than occasional absenteeism will not be tolerated. We want people with good judgment. You are the person we count on for information and on-the-spot judgment and decisions. We want people who are problem solvers. You will need to know how to respond when Johnny pinches Susie. But we also want people who follow directions. We are responsible for other people's children, and that means following formal guidelines in lots of different and potentially changing situations.

Q. Is this a good Job?

A. If you like children and you like driving, this is a great Job. You are outside, meeting people, doing different things, and using your talents to solve the problems that come up. No work at night; or weekends; or holidays. No job-related expenses. We won't tell you that there's never a bad day; that it's never too hot, or too cold, or too rainy or that you'll never get sick of Johnny's fresh mouth; but there are lots of jobs that are dirtier, more boring, more dangerous, and pay less. Our drivers are respected by school personnel and appreciated by parents. And that feels pretty good.

Q. What do I do next?

A. Complete the online employment application at <https://www.vanpoolma.com/about/employment-opportunities/>

For more information about Van Pool Transportation, please visit:

www.vanpoolma.com