



Ronald McDonald  
House Charities®  
Philadelphia Region

Help us keep our families close by becoming a Shuttle Van Driver!

Ronald McDonald House Charities of the Philadelphia Region (RMHC/PR) – the world’s first Ronald McDonald House – is seeking friendly and dependable **Part-Time Shuttle Van Drivers** to transport our guest families to and from the hospital to visit their children each day.

The **Shuttle Van Driver** is responsible for the safe and efficient transport of families in passenger vans using established COVID-19 safety guidelines. Shuttle Van Drivers must provide a superior customer service experience for each passenger. In this visible role, it is important that the Shuttle Van Driver maintains a positive attitude and professional appearance at all times.

Training is provided and will include: House orientation, Van Driver training class and behind the wheel test, continuous learning through on-the-job experience and refresher training as needed.

Flexible shift are available within van operating hours of 7:00 am to 9:00 pm. The ability to work days, nights, weekends and/or holidays is required.

#### **Essential Duties:**

- Welcome each family with a smile
- Transport guest families to and from the Chestnut Street House
- Operates passenger vans/shuttles safely and efficiently
- Provide information, direction and assistance as requested
- Treat all passengers in a courteous, friendly and professional manner
- Follow scheduled times and designated routes and/or responds to requests from House Manager for unscheduled pick-ups or drop-offs
- Kindly assists passengers in boarding and exiting the vehicle
- Ensure appropriate child safety seats are utilized by all children
- Reports accidents, safety situations, vehicle condition, or damage to the Manager on Duty
- Complete Driver Vehicle Inspection report (DVIR)
- Accurately complete Van Log Sheet for each shift with information about number of passengers transported
- Ensure that both inside and outside of the vehicle are properly cleaned
- Responsible for keeping van or shuttle fueled

#### **Qualifications:**

- High School Diploma or equivalent
- Must be 21 years or older
- A good driving record



**Competencies:**

- Ability to interact with our guests, volunteers, staff in a helpful and supportive manner
- Must possess qualities of friendliness, dependability, tact, and flexibility
- Excellent interpersonal and communication skills
- Ability to effectively interact with a diverse group of people in a fair and consistent manner
- Ability to understand and practice confidentiality
- Compassionate and caring with the ability to exhibit patience, attentiveness and sensitivity to the needs of others
- Ability to maintain boundaries while exhibiting empathy and understanding to families in trauma

Interested candidates should submit a cover letter and resume to  
Sharon Brown, Director of People & Culture, via email at [sbrown@philarmh.org](mailto:sbrown@philarmh.org)