



**National Blue Ribbon School**  
since 2012

**Immaculata Mission Statement:** Immaculata Catholic School is a Catholic PreK-8 school, dedicated to providing quality Catholic education to all students, committed to fostering young people's relationship with God, devoted to educating the whole person and driven to inspire a life-long commitment to learning and service.

**Job Title:** Van Driver

**Hours:** 7am-9am, M-F (10 hrs/wk)

**Job Summary:** The Van Driver will be responsible for transporting Immaculata student siblings from Immaculata Catholic School in Durham to Cardinal Gibbons High School in Raleigh, NC, every day that both schools are in session during the school year.

**Job Description and Daily Functions:**

- Keep students safe while under our care in transport
- Operate Immaculata vans with care and prudence, obeying all vehicle care and traffic laws while acting as an employee of Immaculata
- Work with Immaculata security officer and administration to determine if vans should be refueled after transport
- Coordinate with ICS administration on snow-days and school cancellation days to determine if transport will occur

**Minimum Requirements / Knowledge / Skill Set**

- Valid, current NC Drivers License