

VAN POOL TRANSPORTATION LLC

P.O. Box 280

Berlin, MA 01503

Telephone: 508-919-5054 / Fax 978-310-7594

www.vanpooltransportation.com

Dear Applicant:

Thank you for your interest in a driving position with **VAN POOL TRANSPORTATION**. Below 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 and Northern Worcester 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. *How much will I get paid?*

A. **Experienced 7D drivers-** Earn \$13-\$14 per hour with additional quarterly and annual bonuses that can increase your hourly rate to over \$15. 7D license bonus and first time physicals paid.

Opportunities for new 7D drivers- Starting pay at \$13 per hour with annual raises during the first five years. Additional bonuses can increase your average hourly rate up to \$15. 7D license bonus, first time physicals paid.

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

A. Drivers are part-time employees, working less than 35 hours per week. Twenty hours is usually a minimum, with 25-30 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 (7D) license is required, but it is easy to get. You do not need to get it until after you have been hired. You will also need a good driving record, clean criminal record, good health and good references.

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; no time wasted driving back and forth to work and no concern making sure you have a vehicle to get to work. **(Personal use of the van is not allowed.)**

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 are out there.

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

A. All of 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 everything out of the ordinary, and the dispatcher is always there to assist and direct you. There isn't a problem he/she cannot solve.

Q. What do I do about gas, repairs and other expenses?

A. We will issue you a company credit card for gas purchases. 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. If there are other expenses, such as tolls, we will reimburse you each pay period as you turn in receipts; however a transponder is issued for toll routes.

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 to work there is work available. If you would like to take the summer off, arrangements can usually be made after 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 will follow directions. We are responsible for other people's children and that means following formal guidelines in a lot 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 problems that may come up. There is not any work at night or on weekends and holidays. There are not any 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 employment application and send it back right away to:

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Berlin, MA 01503**

**For more information about Van Pool Transportation, please visit:
www.vanpooltransportation.com**

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An Equal Opportunity Employer

Please provide the following information to be considered for employment with our Company.

Personal Data

Name _____ E-Mail _____

Street Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Do you have a valid driver's license? Yes No License # _____

How many years have you been driving? _____

How did you hear about us? _____

Our experience shows that employees who come into our organization through employee referrals are excellent contributors. Were you referred by one of our employees? If yes, who? _____

Work Experience

Please provide up to 7 years of work experience including periods of unemployment in the space provided. List the most recent employer first.

Position: _____ From: / / _____ To: / / _____
Employer: _____ Phone #: _____
Reason for leaving: _____

Position: _____ From: / / _____ To: / / _____
Employer: _____ Phone #: _____
Reason for leaving: _____

Position: _____ From: / / _____ To: / / _____
Employer: _____ Phone #: _____
Reason for leaving: _____

References

Name, phone number and years known. Exclude relatives and friends.

Background Information

Do you have a good driving record? Yes No Step Rating _____

Note: Your STEP Rating or Driving History can be obtained by contacting your auto insurance company.

List any accidents or traffic violations you have had in the last five (5) years _____

Do you currently have a Massachusetts 7D license? Yes No If Yes, Expiration _____
A 7D License is not required at the time of hire and is easily obtained.

Questions

Our drivers typically work both a morning and afternoon shift. (We bring the students to school in the morning and return them home in the afternoon.) But we also need our drivers to be flexible and adaptable to changes, caused by such events as early dismissals, a change in a student's program, new students, another driver's absence or illness, etc. Routes can start as early as 5:45 a.m., while others may start later in the morning. Most schools are dismissed by 3:00 p.m., but after school activities may result in later pickups. We are seeking individuals who are able to meet the changing needs of our students and families.

Can you work both morning and afternoon routes? Yes No

Can you work as early as 5:45 a.m.? Yes No

Can you work as late as 5:45 p.m.? Yes No

Do you have a limit on the number of hours you can work? Yes No

Do you have a safe place to park a vehicle? Yes No

Are you able to make a firm commitment to this job? Yes No

Is there anything else you would like to share with us regarding the answers to these questions?
Are there other comments you would like to make as we consider your application?

Verification

I hereby certify that all information on this application is true and complete to the best of my knowledge. I understand that erroneous information or any deliberate falsifications, misrepresentations, or omissions of fact may result in the removal of my name for consideration for employment, or may result in termination from subsequent employment.

Signature

Date