

## **VAN POOL TRANSPORTATION LLC**

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Northborough, MA 01532  
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[www.vanpooltransportation.com](http://www.vanpooltransportation.com)

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 and Middlesex 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, no time wasted driving back and forth to work, and no problem making sure you have a car to get 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 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 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 route basis. While there is no guaranteed number of hours, the route rate is based on \$12.60 per hour. Van Pool also offers a quarterly bonus, which allows you to earn up to an additional 5% of your earnings. We pay considerably more than our competitors, and we have better drivers to show for it.

**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 (a 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. These don't have to be perfect, but we are pretty strict.

**Q. *What do I do about gas? Repairs? 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.

**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, 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 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 employment application and send it back right away to:

**VAN POOL TRANSPORTATION, LLC  
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**For more information about Van Pool Transportation, please visit:**

*[www.vanpooltransportation.com](http://www.vanpooltransportation.com)*