



Program Driver

Job Description

Team Member:		Supervisor:	Education Director
FLSA (Exempt/Non-Exempt):		Position (full or part-time):	Contractor
Location:	Hi-Crest area	Travel Required:	Minimal if any
Hours:		Supervises:	Neighbor Advocacy Team
Last Updated (date & by):	12/18/2025	Starting wage:	\$10-\$15/hour

SENT's Mission:

Intentionally walking beside neighbors through loving relationships and strategic development to accomplish the holistic transformation of neighborhoods in Shawnee County.

SENT's Vision:

Holistic transformation of neighborhoods in Shawnee County, with an emphasis in Hi-Crest.

SENT's Core Values:

Relocation, Redistribution, Reconciliation, Wholistic Approach, Empowerment, Listening to the Community, and Leadership Development.

About the Role

SENT Topeka is seeking a reliable, safety-minded **Thursday driver** to transport middle and high school students to and from our after-school programming. You'll use our mini-bus/van (**no CDL required**) and work with staff to ensure students arrive safely, on time, and return home on a planned route.

Weekly Thursday Schedule

- **4:00 PM** – Arrive at **SENT** (455 SE Golf Park Blvd) to pick up the vehicle
- **4:15 PM** – Pick up at **Eisenhower Middle School or Highland Park High School**
- **By 4:30 PM** – Arrive back at **SENT** for programming (Creative Expressions)

Transportation home windows:

- **1st Thursday:** 5:30–6:30 PM
- **2nd Thursday:** 5:30–6:30 PM
- **3rd Thursday:** 7:30–8:30 PM
- **4th Thursday:** 5:30–6:30 PM
- **5th Thursday (if applicable):** 5:30–6:30 PM

Note: On the 4th Thursdays, there may occasionally be additional transportation needs for special programming.

Key Responsibilities

- Safely operate SENT's mini-bus/van; follow all traffic laws and **SENT policies**
- At school pick-up, collect each student's **full name** and **home address**, and confirm whether they **need a ride home** (Yes/No)

- While students are in programming, **plan an efficient home-drop route** for those who need rides
- Maintain professional, youth-appropriate boundaries and positive communication
- Perform basic pre-/post-trip checks; keep the vehicle tidy; report issues immediately
- Submit your **timesheet before leaving** each Thursday

Qualifications

- **Valid standard driver's license** (no CDL required) and **clean driving record**
- Willing to complete a **background check** (working with youth)
- Reliable, punctual, and safety-first; comfortable using navigation to build routes

Contract & Pay

- Independent contractor role at **\$10-\$15/hour**
- **Paid weekly on the following Wednesday** for timesheets submitted before leaving the shift
- SENT provides vehicle, fuel, and route guidance