



Hellenic College
Holy Cross Greek Orthodox School of Theology
Office of Student Life

2026-2027 Van Pool Driver
Application Package

Van Pool Driver Job Description

Application Form

References

Application Agreement

We appreciate your interest in the Van Pool Driver position. **Please email, or submit in person, your completed application to the Van Pool Coordinator at vanpool@hchc.edu.**

Van Pool Driver Job Description

The Office of Student Life

Hellenic College Holy Cross (HCHC) Office of Student Life (OSL) is committed to an ongoing process of student development which cultivates the spiritual, physical, intellectual, and psychological growth of the individual experiencing an Orthodox Christian college and graduate theological school environment. In order to complete this, student workers are needed to assist the full-time OSL staff with tasks.

Position Summary

Van Pool Driver positions are part-time. This position provides transportation for students, faculty, and staff on official HCHC business using the insured school vans. The Student Van Driver reports to the Van Pool Coordinator who, in turn, reports to the Dean of Students. Average hours per week: 10-15.

Responsibilities and Duties:

- Maintains a professional, helpful, and welcoming demeanor while, serving faculty, staff, students, and visitors to HCHC.
- Drives staff, faculty, and students to and from official HCHC business, classes, or approved travel.
- Informs Vanpool coordinator and/or maintenance staff of any needed repairs to School vans.
- Communicates when the vans are in need of fuel.
- Responds within 24 hours to the VanPool Coordinator's requests for assistance.

Qualifications:

- HCHC student
- has a drivers license issued by U.S. state or territory (no specific age)
- A clean driving record
- Demonstrate full understanding of Hellenic College Holy Cross mission and vision
- Able to lift up to 25 lbs. and walk across campus
- Comfort driving a 15-passenger van in a large metropolitan area
- Regularly contactable (email, SMS, phone, etc. to be determined with VanPool coordinator)

Term of Contract and Compensation

The yearly term of responsibility for the 2026-2027 Academic Year is **Friday August 28, 2026 to Friday, December 18, 2026** of the fall semester and from **Tuesday, January 12, 2027 to Saturday, May 15, 2027**.

A maximum of 15 hours a week is permitted per HCHC policy. There will be periodic exceptions to this limit as directed by the Dean of Students. The student in consultation with the Van Pool Coordinator sets their schedule each semester, and is expected to honor it.

The compensation for the position is the HCHC student wage, starting at \$15.00/hour.

Van Pool Driver Application Form

Name: _____ D.O.B. _____

Campus Address _____

Cell Phone #: _____ Email: _____

Student Status: Hellenic College Holy Cross

Current Year: 1st Year 2nd Year 3rd Year 4th Year

Program of Study: _____

Expected Graduation Date: _____

As a prerequisite for consideration, please submit the following documents:

- A copy of the applicant's valid driver's license (both front and back)**
- A copy of the applicant's driving record from their state DMV (Department of Motor Vehicle)**
- A copy of the applicant's class schedule for the coming semester**

Also, please list all weekly commitments and their estimated hours of weekly commitment.

Have you ever been convicted of a felony? Yes No

Have you ever been found responsible for violating School policies? Yes No

If you answered "Yes" to either of the above questions, please explain (give dates and sanctions):

Have you lived in a community other than at HCHC? Yes No

If yes, where and when? _____

Please list your work experience or attach your resume:

References

Please list two references we can contact (i.e., off-campus employer, friend, mentor): Please do not reference family members or anyone employed or enrolled at Hellenic College Holy Cross.

Name: _____ Phone: _____

Name: _____ Phone: _____

Van Pool Driver Application Agreement

My signature below indicates that I have read the Van Pool Driver position description and understand the ability to set and keep a regular work schedule, and the ability to be flexible in job assignments.

This application must be completed in its entirety to be considered. Incomplete applications will not be considered.

To the best of my knowledge, all information on this application is accurate. Any misrepresentations may cause my application to be rejected and my name removed from the hireable pool of candidates.

Signature

Date