

MEMBERSHIP SERVICES JOB DESCRIPTION/POLICIES AND PROCEDURES

Job Title: **Bus Driver**

FLSA Status: Non-Exempt

Status: Part Time

Reports to: Childcare Director

Job Code:

Job Grade:

Department: Childcare/Afterschool

Revision Date: 06/24/2016

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Provides safe transportation to and from program sites while maintaining a supportive and positive atmosphere. May also provide support in other areas as assigned.

ESSENTIAL FUNCTIONS:

1. Drives bus safely according to YMCA policies and procedures and state laws.
2. Completes thorough before-and-after trip checks each day and record all information. Records gas level, mileage, and maintenance on designated forms. Cleans out bus each day.
3. Promotes safety at all times by keeping first aid supplies fully stocked.
4. Ensures that bus rules are announced and followed.
5. Develops friendly and positive relationships among staff, volunteers, parents, and children.
6. Communicates regularly with other staff members and supervisor.
7. Performs other duties as assigned.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge

and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. At least one year work experience as a bus driver preferred.
2. Possess appropriate class license.
3. Knowledge of the rules/guidelines related to commercial passenger vehicles (bus).
4. Certifications required within 30 days of hire: CPR and First Aid.
5. Desire and ability to work with children.
6. Track record of building relationships with staff, volunteers, and parents.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to safely drive a bus for long periods of time.
- Ability to respond to emergency situations.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____