



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

THE FAMILY YMCA- JOB DESCRIPTION

Job Title: **Bus Driver**

Schedule: 5-15 hrs weekly-Variied

Job Type: Part-time

Job Code: 06400000

FLSA Status: Non Exempt

Pay Range: \$11-\$15 per hr. DOE

Reports to: Child Care Director

Revision Date: Aug 2013

POSITION SUMMARY:

The person selected for this position will provide safe transportation to and from program sites while maintaining a supportive and positive atmosphere. May also provide support in other areas as assigned. Bus Drivers are responsible for conducting themselves in an appropriate manner, setting an example for children, parents and co-workers by reflecting the YMCA core values of caring, honesty, respect and responsibility.

ESSENTIAL FUNCTIONS & JOB DUTIES:

GENERAL JOB FUNCTIONS:

- Drives bus safely according to YMCA policies and procedures and state laws.
- 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.
- Promotes safety at all times by keeping first aid supplies fully stocked.
- Ensures that bus rules are announced and followed.
- Develops friendly and positive relationships among staff, volunteers, parents, and children.
- Communicates regularly with other staff members and supervisor.
- Adhere to policies as stated in the YMCA Childcare Policies and Procedures Manual and in subsequent YMCA trainings and meetings
- Comply with all emergency procedures appropriate to the bus and in conformity with procedures adopted by emergency service authorities to ensure the safety of the children and staff

RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN:

- Consistently demonstrate positive interaction with all children; talk to them and treat them with dignity and respect
- Consistently demonstrate positive discipline; teach and redirect rather than scolding or reprimanding them; firmly and consistently enforce the rules; ensure that „the punishment fits the crime“
- Express clear expectations and hold children accountable for adhering to them
- Help children to develop a positive self-esteem and sense of self-worth
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility

RESPONSIBILITIES WHEN INTERACTING WITH PARENTS:

- Positively ID parents before releasing children (picture ID necessary until you can personally identify them)
- Introduce yourself to parents and communicate with them regarding program information: schedule changes, permission slips

JOB QUALIFICATIONS:

EDUCATION:

- HS Diploma or General Equivalent Diploma
- Possess appropriate class license. **CDL Required**

KNOWLEDGE/EXPERIENCE:

Must have the ability to demonstrate and/or show competency in the following areas:

- Minimum one year work experience as a bus driver.
- Knowledge of the rules/guidelines related to commercial passenger vehicles (bus).
- Certifications required within 30 days of hire: CPR and First Aid.
- Desire and ability to work with children.
- To keep confidences, loyalties and practice professionalism.
- Be reliable and dependable.
- 21 years old or older per Y policies, able to drive safely and within the required posted speed limit.
- Possess a valid license, current insurance, and a clean driving record; able to pass a defensive driving course.
- Work a flexible schedule to meet program staffing/planning needs.
- Exercise mature judgment and sound decision making.
- Communicate effectively both orally and in writing.
- Learn, follow and enforce local Y and national guidelines related to internal policies.

PHYSICAL DEMANDS:

- Ability to safely drive a bus for short/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.
- Lift 35 pounds using proper technique
- Currently have excellent health and be free of communicable diseases.

PROFESSIONAL EXPECTATIONS:

The Bus Driver will present a competent and positive image of The Family YMCA through the professional and safe coordination of all transportation expectations, quantified by completion of the key areas of responsibility and continuous improvement of the systems.

In addition the Bus Driver will exhibit and represent behaviors consistent with the expectations within the YMCA competency guidelines listed below:

- Accepts and demonstrates the Y’s values.
- Demonstrates a desire to serve others and fulfill community needs.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.

JOB DESCRIPTION REVIEWED AND UNDERSTOOD:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____