



POSITION DESCRIPTION

TITLE: Bus Driver

PERFORMANCE

PROFILE SOURCE: Transportation

DEPARTMENT: Administration

REPORTS TO: Chief Executive Officer/ Transportation Manager

FLSA STATUS: Exempt Non-Exempt

PRIMARY FUNCTION:

Under the direction of the Transportation Manager, the Bus Driver transports Club members in a safe and timely manner and performs related work as required.

KEY ROLES:

1. Safely transports Club members following established bus safety rules, including ensuring member have seat belts secured.
2. Maintains discipline on the bus to ensure safety of members.
5. Follows all Vehicle Emergency procedures.
6. Responsible for notifying immediate supervisor when maintenance is required.
7. Maintain cleanliness of bus interior and exterior.
9. May prepare reports as needed.
10. Must notify the immediate supervisor, Human Resource Director and Vice President of Operations of any driving violations while in personal vehicle or while driving BGCTB vehicle. Employee will be responsible for any fines incurred while driving a BGCTB vehicle, *e.g.* traffic ticket, citation for accident.
12. Participate in monthly staff meetings- ***first Thursday monthly unless notified***

ADDITIONAL RESPONSIBILITIES:

1. Participate in additional special programs and/or events as needed.
2. Participate in evening/weekend work as needed.
3. Other duties as assigned.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff and volunteers, Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED
- Skill and ability to drive a bus safely and efficiently
- Experience in working with children
- Valid State Driver’s License and clean driving record must be maintained
- Mandatory CPR/First Aid/AED Certifications.
- Maintain a DOT Medical Card

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent **Date**

Approved by: _____
Supervisor **Date**

Reviewed by: _____
Chief Executive Officer **Date**