

YMCA Job Description

Job Title: **Bus Driver**

Reports to: Child Care Coordinator

Position Summary:

Provides safe transportation to and from program sites. 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. Communicates regularly with other staff members and supervisor.

YMCA Competencies (Leader)

Mission and Community Oriented: Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.

People Oriented: Seeks first to understand the other person's point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Results Oriented: Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Supports fundraising. Follows budgeting policies and procedures, and reports all financial irregularities immediately.

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

Qualifications:

1. Minimum one year work experience as a bus driver.
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.

Physical Demands:

1. Ability to safely drive a bus for long periods of time.
2. Ability to respond to emergency situations.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.