

The Boys & Girls Club of Brookings

Job Description

TITLE: Bus Driver

REPORTS TO: Unit Director

CLASSIFIED: Non-Exempt

JOB SUMMARY:

The Bus Driver is responsible for utilizing the resources of the organization to assist with the services and programs for the Club members and community's youth.

MAJOR RESPONSIBILITIES:

1. Transport youth to designated location
2. Ensures the safety and well-being of children and adults being transported to and from the program and on field trips.
3. Completes a comprehensive written inspection of the bus daily, reporting any conditions of concern to the Unit Director, or delegated staff person, before transporting children.
4. Ensures that the communication device (e.g. two-way radio, cellular phone) is in proper working order before each trip.
5. Arranges for and ensures completion of routine maintenance of bus (e.g., oil change); transporting the bus to and from maintenance and/or repair facilities.
6. Ensures that the bus always has sufficient fuel.
7. Operates bus in such a way that road and safety regulations are always followed; reports any traffic violations to the Director immediately.
8. Follows procedures to guarantee no child is left alone on bus without adult supervision at any time, including insuring all children have departed bus at the end of all bus routes (morning, evening and during field trips or other special trips).
9. Keeps the bus clean and free of debris; follows other bus cleaning procedures.

SKILLS/KNOWLEDGE REQUIRED:

1. Experience working with youth in grades K-12
2. Strong interpersonal and communication skills
3. 18 years of age
4. Possess Current Commercial Driver's License driver's license

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

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Employee Signature

Date