



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: Bus Driver  
Status: Part Time Non-Exempt Department: Youth Development  
Reports to: Early Learning and Youth Development Director Date: April 30, 2025

---

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Bus Driver at the Norm Waitt Sr. YMCA provides safe transportation to and from program sites while maintaining a supportive, positive atmosphere that welcomes and respects all individuals.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you belong. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing** and we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger, beginning with you.

### ESSENTIAL FUNCTIONS:

- Follow our YMCA policies and procedures and adheres to state laws while driving the bus.
- Develop and maintain positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
- Create a safe environment in which others feel welcome and respected.
- Always promote safety by ensuring a secure and orderly environment for passengers.
- Ensure that bus rules are announced and followed.
- Complete thorough before-and-after trip checks each day and records all information, such as gas level, mileage, and maintenance on designated forms.
- Regularly check to make sure first aid supplies are fully stocked.
- Leave the bus tidy and clean after each use.
- Communicate regularly with other staff members and supervisor.

### YMCA COMPETENCIES (Leader):

- Critical Thinking & Decision Making
- Inclusion

### QUALIFICATIONS:

- At least one-year work experience as a bus driver preferred.
- Must be at least 18 years of age.
- Possess appropriate class license.
- Knowledge of the rules/guidelines related to commercial passenger vehicles (bus).
- Previous experience with diverse populations.
- Desire and ability to work with children.

**The Y: We strengthen the community through youth development, healthy living, and social responsibility.**

# NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Bus Driver**

- Must have strong communication and organizational skills.
- Ability to work with minimal supervision.
- Must complete the following trainings:
  - Emergency procedure training
  - CPR/First Aid and Blood Born Pathogen Certification
  - Mandatory Child Abuse Reporter Certification

## WORK ENVIRONMENT & PHYSICAL DEMANDS [edit as needed]

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.
- Outdoor exposure to wind, sun and summer temperatures.
- Ability to respond to emergency situations.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to Lift up to 50 pounds using proper technique
- Understands the YMCA is a public accommodation committed to compliance with the Americans with Disabilities Act (ADA).

## EFFECT ON END RESULT:

- The Y will be recognized by the community as providing excellent and transformational programming that provides opportunities for all participants to learn, grow, and thrive.
- The Y will effectively connect and build relationships with its participants and the community, increasing member enrollment and retention and ultimately increasing the number of people positively impacted by the Y.

## SIGNATURE:

Today's date: \_\_\_\_\_

I have reviewed and understood this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Supervisor's name

\_\_\_\_\_  
Supervisor's signature