



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORM WAITT SR. YMCA JOB DESCRIPTION

Job Title: **Bus Driver**

Status: P/T Non-Exempt

Department: Youth Development

Reports to: Youth Development Director

Revision Date: April 4, 2019

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:** 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:

1. Drives bus safely according to YMCA policies and procedures and state laws.
2. Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
3. Creates a safe environment in which others feel welcome and respected.
4. Promotes safety at all times by keeping first aid supplies fully stocked.
5. Ensures that bus rules are announced and followed.
6. Completes thorough before-and-after trip checks each day and records all information, such as gas level, mileage, and maintenance on designated forms.
7. Cleans out bus each day.
8. Communicates regularly with other staff members and supervisor.

YMCA COMPETENCIES (Leader):

- Critical Thinking & Decision Making
- Inclusion

QUALIFICATIONS:

9. At least one-year work experience as a bus driver preferred.
10. Must be at least 18 years of age.
11. Possess appropriate class license.

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

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12. Knowledge of the rules/guidelines related to commercial passenger vehicles (bus)
13. Must complete the following trainings:
 - Approved Mandatory Child Abuse Reporter Certification
14. Previous experience with diverse populations.
15. Desire and ability to work with children.
16. Must have strong communication and organizational skills.
17. Ability to work with minimal supervision.

WORK ENVIRONMENT & PHYSICAL DEMANDS

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.

EFFECT ON END RESULT:

- The Y will be recognized by the community as providing excellent and transformational youth development programming that provide opportunities for all participants to learn, grow, and thrive.
- The Y will effectively connect and build relationship 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 understand this job description.

Employee's name

Employee's signature

Supervisor's name

Supervisor's signature