

YMCA of Lenawee County
Job Description

Title: Bus Driver
Supervisor: Child Care Director/Lead Teacher

General Function:

Under the direction of the Site Director and/or Assistant Director, the Bus Driver provides safe transportation to and from program sites while maintaining a supportive and positive atmosphere. May also provide support in other areas as assigned.

Qualifications:

1. Minimum 6 months work experience as a bus driver.
2. Possess appropriate class license where applicable.
3. Knowledge of the rules/guidelines related to vans and commercial passenger vehicles (bus) where applicable.
4. Certifications required within 30 days of hire: CPR and First Aid.
5. Staff files and training completed before commencing.
6. Dedication and ability to work with children.
7. Track record of building relationships with staff, volunteers, and parents.

Accountabilities:

1. Work as a team member with other staff.
2. Communicate effectively with children, their parents, other YMCA staff, and center guest.
3. Report any concerns to your supervisor.
4. Respond to emergencies according to YMCA procedures.
5. Maintain confidentiality regarding personal information on children and staff.
6. Take direction from Director.

Responsibilities:

1. Drives bus safely according to YMCA policies and procedures and state laws.
2. Completes thorough before-and-after trip checks each day and records all information. Records gas level, mileage, and maintenance on designated forms. Posts BUS EMPTY sign when not in use. 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. Adhere to State of Michigan Transportation Guidelines and complete annually as required. Notifies proper authorities when vehicle needs repairs.
5. Develops friendly and positive relationships among staff, volunteers, parents, and children.
6. Communicates regularly with other staff members and supervisor.

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

Expected Results:

- Safe transportation to school and field trips.
- Develop a positive relationship with the children.