



Peninsula Metropolitan YMCA

CDL Bus Driver

Job Title: CDL Bus Driver
Incumbent:
Supervisor: School Age Site Director
Date: February 2009

Association: Peninsula Metropolitan YMCA
Branch:
Department: Youth & Family Services
Job Point: Grade VII

GENERAL FUNCTION: Under the supervision of the School Age Site Director, the CDL Bus Driver shall be responsible for providing a safe, caring environment for the school age and camp participants in accordance with the Peninsula Metropolitan YMCA Transportation Policy and Virginia Department of Social Services Child Care Licensing Standards. The CDL Bus Driver shall transport the children to and from designated schools and/or field trips as assigned in a safe manner while fostering the four core values of the YMCA: Caring, Honesty, Respect, and Responsibility. The CDL Bus Driver shall maintain cleanliness of the vehicles, conduct pre-trip inspections, weekly inspections as assigned, and complete all required logs and documentation regarding the vehicles.

KNOW HOW:

- High School diploma or equivalent required.
- Candidate must be at least 21 years old.
- Virginia Commercial Driver's License, Class C, Passenger endorsement w/ air brakes
- At least one year experience in a related field.
- Certification in CPR and First Aid and AED required.
- Negative TB test required bi-annually.

PRINCIPAL ACTIVITIES:

1. Support the mission, vision and goals of the YMCA.
2. Safely Drive YMCA program participants on pre-assigned routes and trips.
3. Maintain cleanliness of the vehicles, conduct pre-trip inspections, weekly inspections as assigned, and complete all required logs and documentation regarding the vehicles.
4. Promote character development and the values of caring, honesty, respect and responsibility in the school age childcare and camp programs by modeling appropriate behavior.
5. Follow closely the policies and guidelines set forth by the Peninsula Metropolitan YMCA.
6. Participate in scheduled staff meetings and trainings as assigned by the School Age Site Director.
7. Maintain a positive and respectful manner of communication with children, staff and parents.
8. Act as an ambassador of the YMCA in behavior and relationships established therein.
9. Offer feedback to supervisors in a suitable manner in evaluation of the childcare program. Feedback should be intended to improve the services and care we provide.
10. Treat all equipment and property with respect and in a responsible manner.

SKILLS AND ABILITY REQUIREMENTS:

1. Ability to communicate and work with assigned ages and skill levels and provide necessary instruction to participants.
2. Ability to observe participants, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to assigned activities.
4. Physical ability to respond appropriately to emergencies and those situations requiring first aid.

We build strong kids, strong families, strong communities.



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SKILLS AND ABILITY REQUIREMENTS:

Ability to read, analyze and interpret documents. Ability to respond effectively to inquiries or complaints. Ability to apply mathematical concepts to practical situations. Must be able to apply mathematical operations to such tasks as budget preparation and program planning. Ability to reason and define difficult problems with limited direction as to means and results. Ability to meet the physical demands of this position, which include mobility for travel to conferences, touring facilities, properties and participating in promotional and special events sponsored by the Association.

Physical Requirements:

- | | |
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| <input checked="" type="checkbox"/> Sight | <input checked="" type="checkbox"/> Stooping |
| <input checked="" type="checkbox"/> Hearing | <input checked="" type="checkbox"/> Climbing |
| <input checked="" type="checkbox"/> Walking | <input checked="" type="checkbox"/> Pulling (20 lbs) |
| <input checked="" type="checkbox"/> Sitting | <input checked="" type="checkbox"/> Kneeling |
| <input checked="" type="checkbox"/> Squatting | <input checked="" type="checkbox"/> Standing |
| <input checked="" type="checkbox"/> pushing (20 lbs) | <input checked="" type="checkbox"/> Carrying (up to 20 lbs) |
| <input checked="" type="checkbox"/> Crouching | <input checked="" type="checkbox"/> Lifting (equipment up to 20 lbs) |

SUPERVISORY REQUIREMENTS:

NA

EFFECT ON END RESULTS:

1. The YMCA participants are safe and enjoy a fun, caring, encouraging environment and are transported safely to and from their designed schools and field trips.
2. A positive image of the YMCA is portrayed to members, participants, staff, volunteers, and the community.
3. Growth in the number of individuals and volunteers participating in programs.
4. Commitment to quality.
5. Continued personal and professional growth and experience that will last a lifetime.

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonably related business duties if requested by the supervisor. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.

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