



918-333-5757 · 3503 Tuxedo Blvd. Bartlesville, OK 74006 · tuxedo.church

Leadership Job Description/Expectations

Position(s): Bus Ministry Leader

Job Description: The bus ministry of Tuxedo Church is an important part of our outreach and care for youth and adults within the church and community. The Bus Ministry Leader is responsible for organizing and scheduling bus drivers, communicating with those individuals needing rides to and from church, taking care of regular maintenance and fueling of the church vans, and communicating with pastoral staff any problems, needs, or mechanical issues that need to be addressed.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Must be faithful and reliable.
3. Must be able to work with and communicate with people.
4. The Bus Ministry Leader should organize bus drivers, schedule bus drivers, and recruit new bus drivers.
5. Should maintain a list of individuals that the bus ministry picks up and takes home. The list should include: phone numbers, address, emergency contact information, and any other pertinent information.
6. Should be willing to drive the van and fill in when needed.
7. Should keep maintenance records and a maintenance schedule for the vans.
8. The Bus Ministry Leader should make sure all regular maintenance is taken care of for the church vans.
9. Should communicate with the pastoral staff any problems, needs, or issues that need to be addressed.
10. Must have a servant's heart.



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Leadership Job Description/Expectations

Position(s): Bus Ministry Driver

Job Description: The bus ministry of Tuxedo Church is an important part of our outreach and care for youth and adults within the church and community. Bus drivers are responsible for picking up and taking home those who have asked for ride assistance. Responsibilities include: driving a 15 passenger van, navigating around Bartlesville and surrounding areas, communicating with passengers, keeping on a time schedule, and providing safe and reliable transportation for passengers to and from Tuxedo Church.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Must be faithful and reliable.
3. Must be able to work with and communicate with people.
4. Must have a valid driver's license.
5. Must be able to safely navigate around Bartlesville and surrounding areas.
6. Should arrive early enough to do a safety check of van, start and cool off/heat up the van, and leave in time to run pick up route before service begins.
7. Communicate with Bus Ministry Leader any problems with passengers or maintenance issues with the van.
8. Must be willing to remain after services are over to take passengers home.
9. Must obey all traffic laws and speed limits.
10. Must have a servant's heart.