

In Person

Job Description

JOB SUMMARY:

BOYS & GIRLS CLUB OF GREATER WESTFIELD
Bus Driver

REPORTS TO: DIRECTOR OF OPERATIONS OR FULL TIME SUPERVISOR AT TIME

GENERAL FUNCTION:

Under general supervision and accountable to the Director of Operations. Is primarily concerned with effective supervision of children on the bus while coming and leaving to the Boys & Girls Club.

QUALIFICATIONS:

Demonstrated ability in safety while supervising members on route to and from the Club.

SPECIFIC DUTIES:

1. Drivers must have a current and valid Massachusetts license and a CDL School Bus License issued by the state of Massachusetts. Drivers must be in good physical health and renew their license regularly. Drivers cannot have any outstanding motor vehicle citations or tickets and cannot have a history of any motor vehicle incidents that would make them ineligible to drive.
2. Must complete pre-and-post trip procedures.
3. Must have a current Medical DOT card.
4. It is the driver's responsibility to keep their license(s), DOT certificate and driving hours current. The driver must alert the supervisor (1) month before renewal is due.
5. The driver is responsible for getting all children on & off the bus safely.
6. Drivers should always have their cell phones with them.
7. If a child gets hurt while in your care bring it to the attention of the Director of Operations or supervisor on duty as soon as you get to the Club.
8. The driver should release children off the bus when it has been determined that it is safe to do so.
9. The driver must secure the bus and put up the BUS EMPTY sign at the end of the run.
10. Verify that there are no children left on the bus, once the run is complete and before the bus is parked for the night.
11. The driver must always maintain cleanliness of the bus.
12. Driver must bring in/out fire extinguishers every day
13. Driver must be certified yearly in CPR
14. The driver must pass the fingerprint & CORI process. The club will pay for this service.
15. If there is a snow day or any type of unexpected school closing, you do not get paid for that day. There is also no pay for scheduled days off/school vacations/ or personal time taken.
16. Drivers must complete the 2.0 training Transporting Children per EEC regulations and renew annually.
17. I understand that by not following the above I can be immediately removed from my position without written warning or notice. I also understand that this is a part time seasonal position for this school year only.
18. I understand there is summer employment available for field trips just not on a consistent basis.

I understand this is a part time position and should I be terminated for unacceptable behavior according to the policies & procedures of the B&G Club of Greater Westfield I am not entitled to any unemployment benefits. I also understand this is a seasonal position that runs from the first day of school in Westfield to the last day of school in Westfield at which time my position will end and I am not entitled to any unemployment benefits.

Job Requirements

- Complete all required EEC training prior to hiring
- Possess current certificates in and be able to perform CPR/ First Aid (or be willing to be certified upon hire).
- Must be able to sit, stand, walk or run for extended periods of time.
- Must be able to squat or bend to communicate at youths' level.
- Must be able to lift 50 pounds and carry up to 10 pounds for short periods of time.
- Must be able to participate in physical activities throughout the facility, on the property and/or on field trips.
- Ability to maintain high energy level when necessary
- Citizenship, residency or work VISA in United States required
- Related work experience equal to this position. Minimum of 2 years.
- Able to pass a Background Record Check
- Ability to motivate youth and manage behavior issues
- Required Work Attire: Boys & Girls Club of Greater Westfield Staff Shirt or Sweatshirt, Jeans/leggings/pants/Capris with no holes or rips. If shorts are worn, they must touch the top of knee and cannot be any shorter.

The condition of employment is to successfully complete a background records check including fingerprints and agreement to be enrolled in First Advantage Records check monthly monitoring.

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Signature

By signing below I acknowledge that I have read, understand, and agree to the statements above.

Staff Signature: _____ Date: _____

Print Name: _____

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