

# YMCA of Middle Tennessee Job Description

## Hourly / Non-exempt

**PAY GRADE 8**

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**TITLE:** Camp Bus Driver

**DEPT:** Joe C. Davis Outdoor Center

**CENTER:**

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### Position Summary:

Consistent with the Christian mission and vision of the YMCA of Middle TN, and in cooperation with other YMCA staff, under the direction of the Day Camp Director, the Bus Driver will provide leadership to the transportation sites of all summer program routes. The Bus Driver will be responsible for providing safe transportation to and from program sites. The Bus Driver may also need to provide support in other areas as needed.

### Essential Functions:

- Model the YMCA core values: Caring, Honesty, Respect and Responsibility
- Ensure safe and risk free environment at all times while meeting the individual needs of the participants
- Assist in providing safe transportation for all off-site trips
- Be familiar with bus routes, schedules and general areas, keeping routes on time
- Clear route changes through supervisor to maintain and secure accuracy of the master schedule
- Manage the overall safe performance of buses: conduct proper daily safety inspection of the vehicle including: recording gas level, mileage and maintenance on designated forms; evaluate before and after trip checks each day and record all information; clean out bus each day
- Refuel bus on a regular basis
- Promote safety at all times by keeping first aid kit and emergency road kit fully stocked
- Ensure the use of child safety restraints required by state law
- Ensure proper loading, unloading and tracking of children
- Ensure proper use of Bloodborne pathogen kit
- Ensure proper verification procedures for evacuation of the vehicle based upon the type of vehicle and the ages of the children served
- Ensure the developmentally appropriate practices applicable to the behavior management of children during transportation
- Ensure that bus rules are announced and followed throughout each trip
- Communicate regularly with other bus drivers
- Keep supervisor informed of decisions and refer unresolved situations to supervisor

### Qualifications:

Passion, enthusiasm, and commitment to the mission and cause of the YMCA

Desire and ability to work with children. He/she must have the ability to drive a bus and be knowledgeable of the rules/guidelines involved in driving a bus. He/she must have the ability to respond to emergency situations and have the visual and auditory ability to identify and respond to environmental and other hazards related to activity.

- Must present a professional image and possess conflict resolution skills, and demonstrate sound judgment and initiative
- Must be able to maintain confidentiality of information
- Ability to work a flexible schedule, including evenings and weekends
- Minimum 21 years of age
- High school diploma or equivalent preferred
- At least one year experience driving a vehicle
- Current, valid Tennessee driver license with an CDL endorsement or an equivalent endorsement recognized by the Department of Safety as meeting the minimum qualifications for transportation of children enrolled in child care agency in the applicable type of vehicle in which the children are being transported

### Certifications Required:

- Before start of 1<sup>st</sup> shift: New Hire Orientation
- Within two weeks of hire or before 1<sup>st</sup> shift with children (whichever comes first): Basic CPR/ First Aid/ AED

### Information Security and Sensitivity Conditions:

- This position requires elevated security permissions (administrative) to one or more systems which store or maintain sensitive and/or confidential information
- This position requires access to sensitive and confidential information
- All system activity performed by individuals working in this position is subject to periodic system audits
- This position may be subjected to privileged information such as organization changes, staffing changes, security events or other sensitive communications and is expected to protect and keep sensitive or confidential communications and/or information private
- Failure to comply with any security and/or sensitivity related duties as defined in this section will result in disciplinary action which may include termination

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While performing the duties of this job, the employee may be required to stand; walk on uneven surfaces; sit; handle or feel objects; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee must be able to lift up to 25 pounds. The employee may be exposed to weather conditions prevalent at the time. The noise level is usually minimal to moderate.

*This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA of Middle Tennessee reserves the right to review and adjust this job description as business needs dictate.*

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Employee Signature:

Date: