JOB DESCRIPTION

Position:                School Bus Driver
Supervisor:            Director of Operations/ Site Director
Status:                Hourly/Non-exempt
Work Schedule:         Varies according to Club

Job Summary

School Bus Driver to operate a certified school bus or school pupil activity bus to transport our youth safely and efficiently to/from assigned locations utilizing a pre-designated route.

The School Bus Driver position is per diem, 175/180 day position, based upon the school district calendar year. In addition, this position is based on job performance as well as the number of youth registered weekly; should registration numbers drop, this position may not be needed for that week and/or position terminated.

EDUCATION, EXPERIENCE and/or QUALIFICATIONS:

- 3 years driving experience (including personal or professional)
- Possess a valid California Commercial Driver's License (CDL) OR CDL (Class B) license with Passenger and School Bus Endorsements, and air brake certification.
- Possess a valid and unrestricted School Bus Certificate
- Possess Medical Examiner’s Certificate (DL-51) and Medical Examiner’s Card (DL-51A)
- Possess First Aid and CPR Certification, or ability to provide within 30 days of hire
- Be at least 21 years of age
- No conviction of driving under the influence (DUI) or driving while intoxicated (DWI) within 15 years
- No more than 2 moving violations within the past 36 months
- No more than 2 accidents (verified by corresponding violation or points associated with accident) within the past 36 months
- Ability to complete a FTA/DOT mandated physical examination or an approved state-specific physical for non-DOT driving position
- Willing to complete a pre-employment background check through LiveScan and LexisNexis
- Willingness to comply with FTA/DOT substance abuse regulations and testing requirements outlined in CFR 665 and CFR part 40
- Willing to work a part-time schedule
- Possess a safe driving record based on Department of Motor Vehicles by providing/submitting to BGCO a copy of Driver’s H6 PRINTOUT

GREAT FUTURES START HERE.
ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Transport children, parents, and staff by driving a school bus, school pupil activity bus or passenger van to and from school(s), and to and from special outings / field trips while adhering to driving rules and regulations for providing a safe vehicle in the State of California.
- Maintain safety of BGCO fleet of vehicles by observing visual defects and checking operating systems routinely. Maintain safety of BGCO members by exerting control and/or discipline in the BGCO vehicle and report all problems to the Site Director.
- Maintain good communications with the Boys & Girls Club administration; checking-in with the Director of Operations daily. Maintain consistent, punctual, and regular attendance.
- Transport children to school by picking-up children at assigned stops; instructing children when it is safe to board the vehicle; awareness of pickup roster, established loading and unloading procedures, and observance of children hurrying to the pick-up site so no one is left behind.
- Maintains safe conditions while traveling by enforcing safety and discipline rules and following all vehicle and driving laws as outlined for the State of California.
- Complete daily all pre-and post-trip inspections for safety and security by inspecting and documenting in BGCO vehicle logs prior to locking the vehicle and completing daily shift. Fuel and re-fuel vehicles weekly as needed. Assist with transporting vehicles for regularly scheduled maintenance with BGCO pre-designated mechanic and offer mechanical or maintenance support work as requested.
- Implement emergency plan in the event of an accident; appropriately administer to the needs of the members on-board, administer first-aid, and complete accident report and documentation for all accidents or incidents that occur in BGCO vehicle.
- Clean interior of BGCO vehicles daily; clean exterior of BGCO vehicles weekly, or as assigned.
- Actively continue to complete annual classroom ad behind the wheel bus driver instruction to meet all California state licensing requirements for valid CA School Bus Driver Certificates.
- Understand and adhere to all organizational policies and procedures in regards to transportation. Understand and implement the mission of the Boys & Girls Clubs of Oceanside.
- Attend local or regional training and development sessions, as required.

OTHER RESPONSIBILITIES

- Arrives punctually in order to meet responsibilities in driving responsibilities and assignments. Maintains close communication with Site Director regarding planned or emergency absences for the same reason.
- Serves as a positive role model for children in the program through appropriate dress, speech, attitude and courtesy.
- Possess reliable transportation to and from Program site.
- Maintains highest degree of confidentiality in staff, student and volunteer matters.

GREAT FUTURES START HERE.
• Complies with organization and site policies and follows procedures.
• Performs other duties as assigned.

PHYSICAL DEMANDS:
The work requires routine walking, standing, and bending, and extended periods of time sitting while driving.

REASONING ABILITY:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

I have read and agree to carry out the above stated job responsibilities.

Employee Name:________________________________ Date:________________

Employee Signature:_________________________________

The declarations listed above are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be a total listing of the skills and abilities required to do the job, rather, they are intended only to describe the general nature of the position. Other duties and/or responsibilities may be assigned as needs arise.