



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BOOTHBAY REGION YMCA JOB DESCRIPTION

Job Title: **Per Diem Bus Driver**

Department: Maintenance

Reports to: Director of Facilities

Revision Date: 3/9/2015

POSITION SUMMARY:

Provides safe transportation while maintaining a supportive and positive atmosphere.

ESSENTIAL FUNCTIONS:

1. Drives bus safely according to YMCA policies and procedures and state and federal laws.
2. Completes thorough before-and-after trip checks each day and record all information. Records gas level, mileage, and maintenance on designated forms. Cleans out bus each after each use.
3. Checks water, gas, oil and mechanical condition before leaving on run. Reports defects or problems with vehicle to shop supervisor. Assures bus meets regular maintenance schedules.
4. Secures wheelchairs, car seats, and other restraining devices on the bus as needed.
5. Regulates heating, cooling, and ventilating equipment provided on the bus for the comfort of passengers.
6. Checks the bus upon arrival at school and at the end of the route after departure of children for any lost articles and to ensure that no one has been left on board.
7. Reports and records any incidents or accidents.
8. Perform routine inspections and regular exercise of all busses at least once per month up to a total 4 hours/ month.
9. Promotes safety at all times by keeping first aid supplies fully stocked, fire extinguishers are charged and up to date.
10. Ensures that bus rules are announced and followed.
11. Develops friendly and positive relationships among staff, volunteers, parents, and children.
12. Communicates regularly with other staff members and supervisor.

QUALIFICATIONS:

1. Minimum one year work experience as a bus driver.
2. Possess appropriate class license.
3. Clean driving record
4. Knowledge of the rules/guidelines related to commercial passenger vehicles (bus).
5. Certifications required within 60 days of hire: CPR, First Aid, Redwoods Certificates
6. Desire and ability to work with children.
7. Track record of building relationships with staff, volunteers, and parents

PHYSICAL DEMANDS

1. Ability to safely drive a bus for long periods of time.
2. Ability to work under various weather conditions
3. Ability to respond to emergency situations.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

YMCA COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

HOW TO APPLY:

Complete an [Employment Application](#) (also available at the Membership Desk). Indicate which position(s) you are interested in on the first page.

Return to:
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