



Job Title: Bus Driver
Job Type: Part-time, Non-Exempt
Reports To: Program Director

Schedule: 20-25 hours weekly - varied
Pay Range: \$12-17 per hour
Revision Date: March 2021

POSITION SUMMARY

The person in this position is responsible for providing safe transportation to and from program sites while maintaining a supportive and positive atmosphere.

GENERAL JOB FUNCTIONS

- Drive vehicles safely according to state laws and Girls Place policies and procedures
- Complete thorough before-and-after trip checks daily
- Promote safety at all times by keeping first aid supplies fully stocked
- Communicate regularly with other staff members and supervisor(s)
- Adhere to policies as stated in the GP Staff Manual and in subsequent GP trainings and meetings
- Comply with all emergency procedures appropriate to the vehicle and in compliance with procedures adopted by emergency service authorities to ensure the safety of all passengers
- Other duties as assigned

RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN

- Consistently demonstrate and reinforce the Girls Place “House Rules”
- Communicate concerns regarding children regularly with bus monitor and supervisor(s)
- Ensuring a safe and clean environment for the girls and staff

MINIMUM REQUIREMENTS

- 21 years of age or older
- Current Florida CDL with Class A, B or C Endorsement
- Physical examination as required by the State of Florida Department of Transportation & Department of Children and Families
- Position requires a Level II FDLE Department of Children and Families Background Screening
- Certification Required: CPR & First Aid, or willingness to obtain

PREFERRED QUALIFICATIONS

- High school diploma or GED
- No at-fault traffic accidents in the last 5 year
- Clean driving record (no traffic citations in last 5 years)
- Experience working with children
- Minimum 1 year of experience driving a school bus or public transportation vehicle
- Ability to understand and apply applicable rules, regulations, policies, and procedures
- Ability to make independent decisions within set parameters

PHYSICAL CHARACTERISTICS

- Ability to safely drive a bus for short and/or long periods of time
- Ability to sit and stand for short and/or long periods of time
- Ability to safely respond to emergency situations
- Visual and auditory ability to identify and respond to environmental and other hazards
- Ability to push, pull, lift, and carry up to 35 pounds
- Ability to successfully pass physical examinations as required by Florida Department of Transportation and Department of Children and Families

OTHER CHARACTERISTICS

- The employee is required to wear a uniform furnished by Girls Place in compliance with the staff manual
- Flexibility to adjust schedule may be required depending on the demands of the position and/or organizational needs
- Occasional use of a computer (i.e. reports, training, etc.)
- Occasional use of outdoor equipment (i.e. leaf blower, pressure washer, hose, etc.)

PROFESSIONAL EXPECTATIONS

The Driver will present a competent and positive image of Girls Place through the professional and safe coordination of all transportation expectations. In addition, all staff are expected to meet the professional expectations as listed below:

- Work effectively with people of different backgrounds, abilities, opinions, and perceptions
- Demonstrate a strong commitment to protecting confidential information as described in the staff manual and confidentiality agreement
- Demonstrate a desire and willingness to learn in a team-oriented environment
- Demonstrate a strong work ethic by being dependable, productive, and displaying a high level of professionalism