



## POSITION DESCRIPTION

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**TITLE:** Part-Time CDL Driver-With Passenger Endorsement

**SALARY GRADE:** PT - 3

**DEPARTMENT:** Program

**REPORTS TO:** Branch Supervisor/Director

Exempt  Non-Exempt

### PRIMARY FUNCTION:

Under the direct supervision of the Branch Supervisor/Director, shall assist transportation of members following a preplanned route according to a defined schedule.

### KEY ROLES (Essential Job Responsibilities):

- Provide support to programs by providing a high level of standards as it pertains to service of transporting members home.
- Have a passenger endorsement to drive a 30 passenger bus.
- Abides by all traffic regulations.
- Assumes responsibility for the safety of members in loading, unloading and transporting them to and from the club or other specified locations.
- Instructs members in safety precautions and practices.
- Maintains discipline; reports unruly behavior to club personnel or to supervisor.
- Inspects and sweeps bus.
- Checks water, gas, oil and mechanical condition before leaving on a run.
- Keeps operational records and makes simple reports
- Reports defects or problems with vehicle to supervisor.
- Performs related work as required.
- Ensure club transportation policies are being followed.
- Coordinate with club staff to ensure that any changes on member information and lists are most accurate and up to date.

### MARKETING AND PUBLIC RELATIONS:

1. Maintain a high level of professional while operating club vehicles out in the community.
2. Follow organizational crisis management procedures as it relates to operating a club vehicle.

**ADDITIONAL RESPONSIBILITIES:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer) and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

**SKILLS/KNOWLEDGE REQUIRED:**

1. Ability to operate a bus or van in a safe and economical manner.
2. Ability to understand and carry out instructions and to perform work requiring a good physical condition.
3. Ability to relate to members youth and teens, parents and staff.
4. Ability to complete various forms and records, including time sheets, check-in and out forms, field trip forms, incident and accident reports, etc.
5. Completion of CPR & First Aid
6. Drivers must be at least 21 years of age.
7. Drivers must have a valid CDL driver's license.
8. Drivers must pass the authorized drug test.
9. Drivers must be approved by the club's insurance carrier.
10. The Club's insurance carrier will request a written report of your driving record from the State Motor Vehicle Department quarterly.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

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