



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BUS DRIVER JOB DESCRIPTION

Job Title: **Bus Driver**

FLSA Status: non-exempt

Status: P/T

Reports to: Child Care Director

Pay Rate: \$18-\$20

Department: Child Care

Revision Date: August 2026

POSITION SUMMARY:

The position supports the work of the Y, a leading nonprofit committed to strengthening the community through youth development, healthy living, and social responsibility. The primary role will be to provide safe transportation to and from program sites while maintaining a supportive and positive atmosphere.

ESSENTIAL FUNCTIONS:

- Drives the Child Care non CDL buses safely according to YMCA policies and procedures and state laws.
- Ensure the safe boarding and seating of children, making sure they are properly secured and seated for the duration of the ride.
- Monitor children's behavior during transport, ensuring safety and maintaining order on the bus.
- Follow the designated pick-up and drop-off routes as assigned, ensuring timely arrivals at the both the school and YMCA.
- Notify the appropriate authorities or supervisors of any delays, issues, or incidents during transportation.
- Perform routine inspections and basic maintenance of the bus, ensuring it is clean, functional, and safe for each shift.
- Report any mechanical or safety concerns to the Child Care Director or Maintenance Lead.
- Respond promptly and appropriately in case of emergencies, ensuring children's wellbeing.
- Provide excellent customer service by being friendly and approachable with children, school staff, and YMCA staff while maintaining professionalism at all times.
- Adhere to policies related to boundaries with youth.
- Complete required abuse risk management training.
- Adhere to procedures related to managing high-risk activities and supervising youth.
- Report suspicious or inappropriate behaviors and policy violations
- Follow mandated abuse reporting requirements.
- Perform all other duties as assigned.

YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

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. 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.

QUALIFICATIONS:

- Must be at least 25 years old.
- Valid Driver's License with clean driving record.
- Previous driving experience of large vehicles preferred.
- Must complete all required trainings.
- Child Abuse Prevention training required within 30 days of hire.
- First Aid/CPR certification required within 30 days.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Sitting for extended periods of time alert while operating the bus.
- Hand and Arm dexterity to operate the steering wheel, pedals, and control with precision.
- Exposure to bodily fluids.
- Ability to climb on and off the bus.
- Must be able to lift and/or assist children up to 50 pounds in weight.
- Must be able to lift and carry food and supplies weighing up to 20 pounds.
- Ability to speak concisely and effectively communicate.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency and to driving conditions.
- Ability to respond to emergency situations.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____