



BOYS & GIRLS CLUB OF CLIFTON

JOB DESCRIPTION – Bus Driver

GENERAL FUNCTION: Under the direct supervision of the Director of Operations, HR. Part time Bus Driver for the Boys & Girls Club of Clifton. Afterschool hours with a guaranteed Minimum of 20 to 25 hours every two weeks. Some weekend, seasonal and summer hours are also available.

Minimum Requirements:

1. Current CDL license with P and S Endorsement

Dress Code:

1. Must be clean and presentable – Casual business attire is required at all times

Specific Job Segments:

1. Transport children to and from school in the mornings and afternoons
2. Verify attendance for children who ride the bus
3. Maintain a clean and mechanically-sound bus at all times
4. Obey all traffic laws
5. Perform inspections of the bus before and after each route
6. Ensure safety of all members
7. Maintain discipline children for a safe and healthy environment
8. Assist members with getting on and off the bus when required

Effect on End Result:

The Bus Driver position is dedicated to the fulfillment of the mission of the Boys & Girls Club through the safe transportation of members to and from the Club. This position of Bus driver has a primary impact on the overall effectiveness, completion and quality of the Club programs by:

- Improving the overall quality of the Boys & Girls Club program and assuring the safety of our members as they are transported in Club vehicles.
- Creating a positive climate for youth development and an atmosphere of genuine caring and respect demonstrated between staff and members.