



# BOYS & GIRLS CLUB OF HENDERSON COUNTY

## POSITION DESCRIPTION

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**TITLE:** Bus Driver (CDL Class)

**DEPARTMENT:** Operations

**REPORTS TO:** Director of Operations

**EMPLOYMENT STATUS:**

**PART TIME:** Position operates primarily Monday – Friday mid-afternoon with occasional early evening.

**PRIMARY FUNCTION:**

If the sound of children laughing, singing and playing is music to your ears, we're interested in talking with you. We have an immediate opening for a Bus Driver with a valid CDL license. The successful candidate will have experience driving a bus as well as working with children. Our Bus Drivers are an essential part in our Boys & Girls Club system, and we value their contributions.

Boys & Girls Club Mission: "To inspire and enable young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens."

**JOB DESCRIPTION (Essential Job Responsibilities):**

- Transport children from school to the Boys & Girls Club during afternoons
- Maintain a clean bus at all times
- Obey all traffic laws
- Perform inspections of the bus before and after each route
- Ensure safety of all students
- Discipline children when required to maintain a safe and healthy environment
- Assist students with getting on and off the bus when required
- Attend employee meetings as requested.

**RELATIONSHIPS:**

**Internal:** Must have strong desire to work with children, be a team player, and possess a professional attitude. Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

**External:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

**SKILLS/KNOWLEDGE REQUIRED:**

- High school diploma or GED
- CDL license required
- 1+ years' experience driving a school bus
- No at-fault traffic accidents in the last 5 years
- Clean driving record (no traffic citations in last 5 years)
- Ability to carry out assigned route on time
- Excellent communication skills
- 2+ years' working with children preferred

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Must be able to pass background check and drug screen upon employment offer.

**APPLICATION PROCESS:**

Interested applicants should submit letter of interest, resume and contract information via email to: Director of Operations, Josh Queen at [joshq@bgchendersonco.org](mailto:joshq@bgchendersonco.org)

Applications will be accepted until position is filled. Expected hire date: immediate need.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.