

United Boys & Girls Club of Santa Barbara County  
Job Description



Position Title: Driver

Status: Non-Exempt Part Time Position

Reports to: Club Director

Location: All Club Locations

Pay Range: \$12-\$18 per hour

Primary Function:

Supports daily operations of transportation program for designated Club location. Responsible for the safety and transport of youth to and from Club activities as assigned.

Key Job Responsibilities:

- *Safety & Daily Roles*
  - Perform daily pre-trip inspections- report any abnormalities that might be found during the inspection
  - Complete daily transportation log
  - Transport members following all applicable traffic, vehicle safety, parking laws and regulations
  - Ensure all youth being transported are following vehicle policies and procedures
  - Communicate with staff of any issues with members riding in the vehicle, including guidance issues, arriving late to the pickup location, etc.
  - Communicate with schools, if required, of children that have not checked in to the vehicle pick-up
  - Communicate with parents, if required, of missing children from the pick-up location
  - Other duties as assigned

Qualifications:

- At least 21 years of age
- Valid California driver's license with clean driving record
- Ability to obtain Class B license within 3 month of hire
- Ability to obtain CHP Youth Bus endorsement within 6 months of hire

Physical Qualifications:

- Must be able to lift up to 20lbs.
- Ability to walk and stand for long periods of time.
- Ability to work outdoor weather conditions.

Reviews held annually.

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Employee

X

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Director