



## Job Description

Position Title: **Driver**  
Department: All Sites  
Reports to: Club Director  
Posting Date: 02/22/22  
Closing Date: Open until filled

Status: Part Time Position  
Pay Range: \$18.00 per hour  
Hours < 28 Hours Per Week  
School year hours: Mon, Tues, Thurs, Fri -Hours:  
1:30pm-3:30pm Wed-Hours: 12:30pm-2:30p ( W/  
Occasional Saturday)  
Summer Hours: Varies  
Benefits: N/A

### 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:

- 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
- Maintains/assists with van cleanliness and fuel fill up
- Other duties as requested

### 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
- Customer service oriented
- Cleared background check and drug screen

### Physical Requirements/Work Environment:

Typically works in an indoor and outdoor environment with frequent walking excursions. Ability to lift at least 20 pounds. Ability to work with frequent interruptions and changes in work priorities, ability to prioritize tasks, ability to maintain confidentiality.

I HAVE READ AND AGREE TO CARRY OUT THE ABOVE-STATED JOB DUTIES AND RESPONSIBILITIES.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

**Updated: 2/22/2022**  
**Approved by: MB**