



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Central Connecticut Coast YMCA Position Announcement

Job Title: Bus Driver
Salary Range: \$15.85 – \$18.00 per hour
FLSA: Non-exempt – Part-time

Reports To: SACC/Camp Director
Work Location: Hamden YMCA
Work Schedule: M – F As needed for program

A Career with a Cause:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

We are welcoming: we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Position Summary:

This position supports the mission and work of the Y, a leading nonprofit, charitable organization. The Bus Driver at the Central Connecticut Coast YMCA provides safe transportation to and from program sites while maintaining a supportive, positive atmosphere that welcomes and respects all individuals. The Bus Driver assures the well-being for each participant in line with YMCA of the USA guidelines and association policies in accordance with their training.

Salary and Benefits:

- Salary Range: \$15.85 – \$18.00 per hour, Non-exempt
- YMCA Membership

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The essential functions of this position include, but are not limited to the following:

- Models the YMCA core values of caring, honesty, respect, and responsibility with members, colleagues, guests, volunteers, and vendors.
- Develops and maintains positive relationships with volunteers, members, program participants, and colleagues at all levels of the organization; helps participants and families connect with each other and the YMCA; and encourages parent or caregiver involvement.
- Drives bus safely according to YMCA policies and procedures and state laws.
- Maintains physical and mental presence, remains alert at all times while on duty, maintains constant attention to children, and remains aware of bus surroundings.
- Knows and reviews all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies, and completes related reports as required.
- Knows, follows, and enforces all YMCA policies, rules, regulations, and procedures, including those for the prevention of child abuse.
- Ambassador of all YMCA programs with a focus on Child Care and Camp programs, and member engagement.
- Follows all Child Care and Camp procedures and guidelines including those pertaining to the child care discipline policy, health and safety, forms, reports, and staff expectations as required by the YMCA, licensing, and state health department code.
- Performs equipment and supplies checks and ensures appropriate equipment and supplies are available as needed. Cleans and stores equipment per branch procedures. Maintains maintenance and repair records of vehicle(s). Schedules and monitors repairs.
- Completes thorough before-and-after trip checks each day and records all information, such as gas level, mileage, and maintenance on designated forms.
- Attends all mandatory meetings and trainings.

YMCA Leadership Competencies:

- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community.

- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Functional Expertise:** Executes superior technical skills for the role.

Experience, Education, and Qualifications:

- Incumbent must be at least 20 years of age with a safe driving record.
- For those driving vehicles of less than 16 passengers: A CDL (Commercial Driver’s License) class C or Non-CDL class 1 or 2 license is required. For those driving vehicles or more than 16 passengers, a current CDL class C license is required.
- At least one year of experience in transporting children is preferred.
- Knowledge of the rules/guidelines related to commercial passenger vehicles (bus)
- Desire and ability to work with children
- Track record of building relationships with staff, volunteers, and parents.
- Ability to maintain license and physical and mental readiness
- Remains calm and objective when under pressure or when challenged by others
- Must be observant, safety-conscious, and able to react calmly and quickly in an emergency
- Ability to safely drive a bus for long periods of time
- Ability to respond to emergency situations
- Able to work flexible schedules

Trainings & Certifications:

- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete other New Employee Orientation and department onboarding within the first 90-days of employment.
- Must complete Child Abuse Prevention and Mandated Reporter trainings within the first 90-days of employment.
- Must hold and maintain appropriate class license – *required for job placement.*
- Must hold and maintain CPR, AED, and First Aid certifications within the first 30 days of employment.

Effect on End Results:

This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Bus Driver be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.

- Child Care/Camp Bus environment/equipment is safe, welcoming, clean, and free of hazards
- Participants and families feel comfortable and confident with YMCA Child Care/Camp programs.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry. Must have the ability to safely drive a bus for long periods of time. Must have sufficient visual and auditory acuity to respond to emergencies in a timely manner in a busy bus environment.

Work Environment:

This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Websites for More Information:

- www.cccymca.org
- www.brbc.org

Application Information:

Submit a cover letter, resume, and four references by February 8, 2019 to Erin Kelly, SACC/Camp Director at ekelly@cccymca.org