

GIRLS CLUB OF ALACHUA COUNTY
2101 NW 39th Avenue
Gainesville, FL 32605

Position Title: Bus Driver

Reports To: Executive Director and Program Director

Supervises: Children on the bus

Job Summary:

Skilled work in the operation of light and heavy school busses in transporting students to and from The Girls Club of Alachua County.

Qualifications:

- Have insurance company driving record approval.
- Knowledge of traffic and highway safety rules and regulations, and precautions of the necessary to avoid accidents.
- Ability to operate a bus in a safe and economical manner.
- Ability to understand and carry out instructions and to perform work requiring good physical condition.
- Ability to relate to students, parents and school system personnel.
- Ability to pass a physical examination as required by the State of Florida.
- Prefer a high school diploma or equivalent.
- Completion of first-aid and defensive driving courses.
- Training on highway safety rules and regulations.
- Possession of a valid Commercial / Driver's License.
- Pass background check.

Hours Required:

Approximately 15-30 hours a week. Hours vary based on field trips planned for the week.

Salary Range: Minimum wage - \$10 per hour

Performance Standards:

- Must be willing to submit to random drug testing. Transport students from schools to the Girls Club, following a pre-planned route according to a definite time schedule.
- Drive bus carefully and in compliance with traffic regulations.
- Assume responsibility for the safety of children in loading, unloading, and transporting them to and from the Girls Club.

- Instruct children in safety precautions and practices.
- Signal children when to cross street or highway and assure that children are safely across upon departure from the bus.
- Maintain discipline; report unruly behavior to Executive Director.
- Inspect and sweep bus.
- Check water, gas, oil, tires and mechanical condition before leaving on run.
- Report delays and accidents.
- Keep operational records and make simple reports.
- Report defects with vehicle to Executive Director and Program Director.
- Assure bus meets regular maintenance schedules.
- Perform related work as required.