



## PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION

**JOB TITLE:** CDL Bus Driver  
**LEVEL:** 8  
**SUPERVISOR:** Child Care Director  
**DATE:**

**JOB CODE:** 7320P  
**FLSA STATUS:** Non-Exempt  
**LOCATION:**

### POSITION PURPOSE

The CDL Bus Driver is expected to provide safe and secure transportation of children; monitor the whereabouts of the children and ensure appropriate behavior; ensure adherence to YMCA and DPW rules and regulations; ensure effective maintenance of vehicle(s).

### ESSENTIAL FUNCTIONS

- Transport children in accordance with YMCA policies and procedures. Ensure child security and safety. Ensure appropriate behavior while transporting children.
- Ensure effective maintenance of vehicle. Ensure cost effective fueling, tire pressure and fluids.
- Report any mechanical problems or damage to supervisor.
- Maintain vehicle cleanliness.
- Serve as a role model for children, maintain patience and sensitivity to children. Participate in activities with children to ensure effective management of down times or waiting times.
- Ensure familiarity with vehicle and proper operation.
- Perform other related duties as required.
- Complete incident reports and follow procedures in accidents and emergency.
- Maintain confidentiality.
- Participate in trainings and meetings as required.
- Maintain a vehicle log.
- Perform other duties as assigned.

### OTHER DUTIES AND RESPONSIBILITIES

- All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
  - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  - A continued commitment to member satisfaction by ensuring excellent Member Experience
  - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
  - Ensuring the overall cleanliness of the facility
  - A commitment to Diversity and Inclusion
  - Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency

### ENVIRONMENTAL CONDITIONS

Exposure to high levels of noise, vibrations, occasional exposure to weather.

## PHYSICAL REQUIREMENTS

Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, children, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; ability to lift and carry 50-75 pounds; ability to sit or stand for long periods of time; ability to move about on foot quickly; ability to stoop, kneel, crouching and crawl; ability to clearly see at 20 inches or less and 20 feet or more

## REQUIREMENTS

- High School or equivalent, minimum age 21. Valid PA CDL drivers license, with a P and S Sticker and a good driving record.
- A minimum of 6 hours of child development training per year as defined by DPW.
- Clear Physical (every year) Clear TB screening (every other year).
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
- Acquire and maintain the following certifications:
  - CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
  - First Aid (valid 2 years unless otherwise noted)
  - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)

## OTHER

At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

<b>CARING</b>	Showing a sincere concern for others.
<b>HONESTY</b>	Be truthful in what you say and do.
<b>RESPECT</b>	Follow the Golden Rule.
<b>RESPONSIBILITY</b>	Be accountable for your promises and actions.

## OUR MISSION

To translate the principles of the YMCA's Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_