



## **School Bus Driver**

### **Part-Time Non-Exempt Hourly Position**

**Hours** are 2:00-4:30 PM during the School year and 11:15am-4:30pm on Early Release Wednesdays and a daily, 4-7 hour shift during school vacation weeks and summer.

**Supervised by:** SACC Director

**Salary range:** \$23-\$28 per hour depending on experience

### **Qualifications/Requirements**

- CDL license
- Class B with SCHOOL BUS ENDORSEMENT
- School Bus DTE certificate and Medical Card
- Pass pre-employment physical and drug & alcohol screenings
- Possess a clean driving record
- Pass background record check (CORI/SORI/DCF), fingerprinting and three reference checks.
- Good communication skills (parents, staff & children)
- Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention, CPR; First Aid; AED; Bloodborne Pathogens.

### **Physical Demands:**

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to sit and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

### **POSITION SUMMARY:**

Drives the Somerville YMCA's School Bus and/or Pupil-plated 7-D van. Picks-up and drops-off participants to the YMCA School Age Child Care Program from the various Somerville Public Elementary Schools and Prospect Hill Academy Early Childhood and Upper Elementary School Sites. Transports children in the summer programs on field trips 4-5 days per week. Cleans and disinfects the vehicles in between each run as

mandated by new state guidelines. Assists in providing a quality experience for children and parents.

**ESSENTIAL FUNCTIONS:**

- Maintains professional attitude and appearance.
- Adheres to the regulations and polices set forth by the DEEC.
- Adheres to program standards including safety and cleanliness standards.
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Maintains positive relations with parents, children and other staff.
- On-time (punctual) attendance at work, staff meetings, and training programs.
- Professional attitude and appearance.
- Maintains current First Aid and CPR certifications.
- Brings any issues to the SACC Program Director’s attention immediately.

**Job Description Sign-off**

***I understand that I am expected to meet all of the essential job functions, maintain any certifications necessary for the position, and communicate any issues to my direct supervisor.***

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**School Bus Driver**                      **Date**

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**SACC Director/Site Coordinator**

\_\_\_\_\_  
**Date**