



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**CORONA-NORCO FAMILY YMCA  
Job Description & Performance Standards**

**Position: Driver**

**Reports to: Associate Executive Director/Program Director**

**Pay Range: \$16.50-\$18.50 per Hour**

**FLSA Status: Full-Time/Part-Time**

**POSITION SUMMARY:**

Responsible for transportation of students assigned to the YMCA Site to and from school and field trips, and extracurricular activities.

Performs job duties assigned by Program Director and/or Associate Executive Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Must possess the skills and knowledge needed to adequately perform the job functions of the position which include general knowledge of vehicle maintenance, ability to perform daily maintenance checks and adherence to safety standards.

**Key Results Areas:**

1. Safety
2. Procedures
3. Accountability
4. Vehicle maintenance checks
5. Personal Characteristics

**Key Results Areas/ Performance Standards**

1. **Safety**
  - Van Driver and students must wear safety restraints.
  - A safe driving speed is maintained (not exceed speed limit)
  - Daily vehicle maintenance checks
  - Defensive driving techniques and practices are used.
  - Ensures that children at no time will be left alone in the vehicle.
  - Always maintain discipline.

- Children are escorted into the classroom upon arrival to the site.
- Van doors are opened and closed for children by the van driver ONLY. (Driver will exit the vehicle to open/close doors).
- Ensures that children do not approach the vehicle until it is completely parked.
- Cell phones issued by the YMCA are to be used for business purposes only and not for personal use.
- Cell phones must never be used while driving-including text messages. In the event of an emergency the Van Driver must safely pull off the road prior to placing or receiving a call. This applies to YMCA issued cell phones and personal cell phones.
- When transporting a single child, the child is to sit in the rear seat not the front seat.
- When dropping off, the Van Driver must escort the children to their designated site.

## 2. Procedures

- Keys are checked in and out utilizing van log following each route.
- Prior to the start of the scheduled route the Van Driver will check for messages regarding any absences and/or special instructions
- Daily attendance is taken, and records are kept for assigned routes.
- All absences are reported to the Program Director, the Associate Executive Director and/or teacher at time of drop off.
- Children are escorted into the classroom upon arrival at the site.
- At completion of route, check to make sure that no children were left at school.
- Van is to remain locked when not in use.
- Van is to be returned to appropriate site location immediately after route.
- Proper cleanliness and maintenance of both the interior and exterior of the vans is mandatory. Van appearance must consistently reflect positively on the image of the Corona-Norco YMCA
- In the event a field trip is cancelled children are to be returned to their assigned site
- **AT NO TIME ARE VANS TO BE DRIVEN TO THE EMPLOYEE'S HOME**
- **VAN MUST NOT BE USED FOR ANY PERSONAL ERRANDS**
- **VAN IS SOLELY FOR THE PURPOSE OF TRANSPORTING CHILDREN TO AND FROM SCHOOL AND FIELD TRIPS**

## 3. Accountability

- Each driver should have knowledge of all existing routes.
- Knowledge of children on assigned routes.
- Knowledge of times or drop off/pick up for assigned routes.
- Van driver is responsible for being on time for all drop-off/pick-ups.
- Knowledge of emergency procedures for fire, earthquake and first aid
- Ensures that a properly stocked first-aid kit is maintained.
- Knowledge of accident procedures
- Vehicle Registration must be kept current. Van driver is to notify the Associate Executive Director sixty (60) days prior to expiration of registration.

- Attendance at and active participation at all staff meetings
- Supports and follows all policies and procedures as outlined in the employee manual and official memos.
- Responds to routine situations displaying good judgment and flexibility.

#### 4. Maintenance Checks

- Daily vehicle maintenance checks are performed before driving.
- Daily vehicle log is filled out properly prior to start of route.
- Daily checklists are turned in to the Associate Executive every Friday.
- Mileage is logged in and out prior to and after every route.
- Transportation Coordinator is notified immediately of any required maintenance or when fuel is needed prior to ½ tank.
- Youth bus Repair/Maintenance Request Form is completed as quickly as possible.
- Cell phone charged and in working order.

#### 5. Personal Characteristics

- Respect and courtesy are displayed toward other staff and children.
- Ability to adapt to changing situations and accept constructive criticism.
- Maintains good rapport with school principals, administrators, and other school officials.
- Ability to maintain a calm disposition under changing priorities and/or in emergency situations.
- Personal appearance and dress are appropriate and conforms to the Personal Standards policy as is stated in the Employee and Policies Procedures Manual
- No eating in the vans
- No transporting staff to and from work
- No transporting children not enrolled in the YMCA childcare program (without supervisory approval)
- No transporting personnel not employed by the Corona-Norco Family YMCA
- No special trips for children before they are dropped off at their designated site.
- When children are picked up from school/site they are to be transported to their designated school/site
- Ability to use good judgment regarding health, safety and good well-being of all passengers.
- Assisting classroom staff with rest breaks, meal periods, etc.

#### QUALIFICATIONS:

- Minimum 21 years of age
- Adherence to the "California Good Driver" standard
- Possess a current and valid California Commercial Class "B" Driver License with PS Endorsement (must be valid for van passenger load size) or in the process of obtaining it within the first 60 days
- Current California Special Driver "Youth Bus" Certificate
- Current Medical Examiner's Certificate
- Current Driver License/ID Card Information Request (H6 Report) obtained through the California Department of Motor Vehicles
- Current First Aid/CPR Certificate
- It is the responsibility of the individual van driver to ensure that all driving certifications, in-service training hours, physical and eye exams and First Aid/CPR are renewed and updated as required.

- Provide proof of valid automobile insurance coverage
- Satisfactory driving record

#### **YMCA COMPETENCIES (Multi-Team or Branch Leader):**

**Mission Advancement:** Accepts and demonstrates Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remain calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgements, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting and policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience to members.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

#### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Ability to safely operate youth buses and other YMCA vehicles.
- Ability to sit, walk and stand for extended periods of time.
- Ability to bend, lean and stretch.
- Ability to lift to 35 pounds.
- Ability to communicate with children by making eye-to-eye contact at their level.

#### **PERFORMS ALL OTHER DUTIES AS ASSIGNED**