



## **Job Description**

**Title:** Summer Club Driver

**Reports to:** Director of Programs

**Work Schedule:** Schedule will vary based on the assigned field trips for each day. Hours will be Monday to Friday, spanning from 7:30 am to 6:00 pm, with shifts ranging from 5.5 to 8 hours per day

**Pay:** \$25-\$26

**Temporary Summer Dates:** May 28<sup>th</sup> – July 26<sup>th</sup>

**Job Summary:** The Club Driver's primary responsibility is to safely transport members to their designated destinations while strictly adhering to all traffic laws and safety regulations. Additionally, the Club Driver may be called upon to assist with weekend field trips if extra drivers are required. Ensuring strict adherence to safety protocols during each route is of utmost importance. This entails verifying member attendance during pick-up, conducting daily vehicle inspections before departure. The Club Driver is tasked with providing a comfortable and secure travel experience for members, ensuring their well-being throughout the journey. Regular maintenance and cleanliness checks are essential to ensure the vehicle's safe operation.

## **Responsibility Overview:**

- Safely transport members to their designated destinations. Destinations will vary based on the locations
- Perform vehicle inspections before each trip.
- Operate vehicles safely and defensively, ensuring the safety of members, pedestrians, and other road users.
- Abide by local and state traffic laws and road regulations.
- Keep a record of member attendance for transport.
- Open vehicle doors and assist members in and out of vehicles, helping by securing their seat belts if needed.
- Report any signs of maintenance or repair needed for the vehicle to Director of Operations.



**BOYS & GIRLS CLUB**  
OF BURBANK AND GREATER  
EAST VALLEY

- Develop and maintain positive relationships with staff, school personnel, parents, and members.
- Implement and enforce all Club procedures and policies with members.
- Model and encourage positive and constructive behavior for all members.
- Maintain a working knowledge of the Boys & Girls Club of Burbank and GEV mission and its programs.
- Ensure that members who do not meet the weight requirement to sit in the vehicle without a booster seat are identified, and a suitable seat is provided for them.
- Prior to all trips, ensure the gas tank is filled to at least half capacity, and refuel as necessary.
- Avoid playing music during member transport to minimize distractions.
- Refrain from using electronic devices or engaging in other activities while operating the club vehicle.
- Do not eat or drink while driving
- Adhere to workplace safety and transportation guidelines.
- Ensure compliance with all company policies, procedures, and regulations related to driving, including maintaining proper documentation and licenses.
- Be prepared to respond calmly and effectively in the event of emergencies or accidents, following established protocols and procedures.
- Perform other duties as assigned.

**Knowledge/Skills Required:**

- High school Diploma
- Valid State Driver's License obtaining ***Youth Bus or School Bus Certificate/License with Passengers Endorsement***
- Clean driving record
- Minimum 1 year driving experience, preferable with youth
- Experience in working with children
- Strong problem solving and decision making skills
- Excellent navigation skills and proficiency in using hands free navigation applications when needed.
- Mandatory CPR and First Aid certifications.



**Relationships:**

Internal: Maintain close, daily contact with Club staff (professional/volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

**Physical Requirements:**

- Ability to frequently stand, walk, stoop, sit, crouch, bend, speak, and hear.
- Ability to lift, carry, pull, or otherwise move objects up to 40 pounds.

**Disclaimer:**

All employees working directly with children at all Boys & Girls Club of Burbank and Greater East Valley locations are required to work outdoors in various types of weather conditions.

This information presented indicated the general nature and level of work expected of employees in the classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, and objectives required of employees assigned to this job.

I have read and agree to carry out the above stated job duties and responsibilities to the best of my ability.

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Employee Signature

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Date