



Job Description

Title: Club Driver

Reports to: Director of Programs

Work Schedule: 12:30-4:00 PM, Monday – Friday, as well as occasional weekends for trainings and events that will be scheduled in advance.

Pay: \$25-\$26, nonexempt

Job Summary: The Club Driver's primary responsibility is to safely transport youth, particularly afterschool during school pick-up—to their designated site 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 essential. This includes verifying member attendance during pick-up and conducting daily vehicle inspections prior to departure. The Club Driver is responsible for providing comfortable and secure travel experience for all youth, ensuring their well-being throughout the journey. Regular vehicle maintenance and cleanliness checks are also required to support the safe operation of the vehicle.

Responsibility Overview:

- Safely transport members after school to their designated destinations.
- 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.
- 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:

While performing the duties of this job the employee is frequently required to move, remain in a stationary position; communicate. The employee is occasionally required to ascend/descend; position self in different positions and may be infrequently required to run. The employee must remain physically fit enough to keep children safe in an emergency. The employee must occasionally transport items 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.

Employee Signature

Date