



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Washington County Family YMCA
1709 N Shelby St.
Salem, IN 47167

Job Title: Substitute Bus Driver

Revision Date: 2/13/25

Rate: \$20 per round trip

Department: Youth Development

Reports to: Preschool Director

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Substitute Bus Driver at the Washington County Family YMCA provides safe transportation to and from program sites while maintaining a supportive, positive atmosphere that welcomes and respects all individuals.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Drives bus safely according to YMCA policies and procedures and state laws.
2. Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
3. Creates a safe environment in which others feel welcome and respected.
4. Promotes safety at all times by keeping first aid supplies fully stocked.
5. Ensures that bus rules are announced and followed.
6. Completes thorough before-and-after trip checks each day and records all information, such as gas level, mileage, and maintenance on designated forms.
7. Cleans out bus each day.
8. Communicates regularly with other staff members and supervisor.

LEADERSHIP COMPETENCIES:

- Collaboration
- Inclusion



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QUALIFICATIONS:

- At least one-year work experience as a bus driver preferred.
- Possess a Class D license.
- Knowledge of the rules/guidelines related to commercial passenger vehicles (small bus).
- Certifications required within 30 days of hire: CPR and First Aid.
- Desire and ability to work with children.
- Track record of building relationships with staff, volunteers, and parents.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to safely drive a bus for long periods of time.
- Ability to respond to emergency situations.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____