



Bus Driver Position Announcement

Boys & Girls Clubs of Metro Richmond (BGCMR) empowers young people, especially those from historically marginalized communities, to succeed in life by providing life-changing programs and experiences. BGCMR has four strategically located Clubs in four neighborhoods and a state-of-the-art Teen & Community Center. Each Club is deeply connected to its surrounding community, focusing on providing specific skills programs and support that best suit members while meeting the goal of life-readiness.

We are seeking responsible and flexible individuals to join our team who enjoy transporting children safely on 15 passenger mini-buses or 20 passenger bus and being part of a team to engage youth, teens and young adults in community events encouraging them to have a voice in their community.

This position is responsible for transporting club and staff; adhering to all safety rules, motoring regulations and laws; ensuring passenger safety; completing reports; coordinating maintenance and upkeep of the bus.

Bus Drivers will be accountable for their ability to:

- Drive 15 or 20 passenger bus- transporting members and staff to clubs, field trips and special events.
- Follow designated route schedule and stop at authorized route schedule only. Notify proper authorities and supervisor in case of bus breakdown or deviations in schedule.
- Ensure passenger safety and maintain discipline on bus.
- Conduct periodic emergency bus evacuation drills and maintain safety equipment.
- Enforce that drivers and passengers wear seat belts at all times while vehicle is moving.
- Perform pre-trip and post-trip inspection of mini-bus and report operating and equipment deficiencies and unsafe bus conditions to Director.
- Adhere to preventive maintenance schedule and make bus available for periodic maintenance.
- Report all accidents, complete required reports and ensure all passengers are accounted for.
- Adhere and comply with safety rules, monitor regulations, obey all traffic laws and observe mandatory safety regulations for bus operations.
- Complete required forms and reports in an accurate and timely manner. Attend scheduled meetings.
- Keep a current driver's license and report any changes to the status of your driver's license and/or driving record and moving violations to your supervisor within 24 hours of such violation.
- Maintain bus in useable and clean condition and fuel as required.
- Ensure members' consistent compliance with BGCMR COVID protocols throughout the day.
- Utilize mindfulness, restorative practices, de-escalation and co-regulation skills, to provide support within the Club setting to dysregulated members.

QUALIFICATIONS

- Any combination of education and experience equivalent to graduation from high school.
- Possession of a current valid driver's license for the class of vehicle to be driven and carry it on their person when driving and be 21 years of age or older.
- Drivers must possess an acceptable driving record and pass the motor vehicle record check.

- Three years of experience in the operation of a motor vehicle
- Skilled in the operation of a mini-bus or equivalent.
- General knowledge of the geography of the city and the location of streets.
- Skill in the safe operation of a bus and ability to detect malfunctioning equipment.
- Ability to assist children using patience and understanding.
- Ability to establish and maintain effective working relationships with school officials, parents, associates and club members.
- Vision in both eyes.
- Must be able to pass TB test, fingerprinting and Virginia Criminal Record check.

Pay/Hours: This is a school year position, \$14 - \$17 per hour, with the possibility of carrying over into the summer. Hours range from 15-20 hours per week, M-F.

APPLY by completing our **Employment Application** listed on our website under the About/Career tab and email to hr@bgcmr.org. Be sure to specify "Bus Driver" in the subject line of the email. These positions will remain open until filled.