

FREDERICKSBURG FIELD HOUSE

Job Description



Job Title	Bus Driver
Department	Youth Programming
Location	Fredericksburg, VA
Reports to	Youth Program Director

Level	Type of position:	Travel	Amount Required:
	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary		<input type="checkbox"/> None <input type="checkbox"/> Minimal <input type="checkbox"/> 25%-50% <input checked="" type="checkbox"/> 50% or more
Grade	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		

JOB DESCRIPTION

The Bus Driver transports camp participants to and from designated locations while adhering to safety and maintenance protocols along with any additional protocols required by either the State of Virginia or the Fredericksburg Field House. The Bus Driver reports directly to the Youth Program Director as well as any of their superiors.

RESPONSIBILITIES

- Conduct a daily pre-trip safety inspection of the vehicle prior to transporting children according to state mandated guidelines.
- Conduct semi-annual bus evacuation drills as required by the State of Virginia.
- Report operating and equipment deficiencies.
- Maintain safety equipment and report unsafe bus conditions.
- Adhere to the preventive maintenance schedule.
- Complete required forms and reports in an accurate and timely manner.
- Obey all traffic laws and observe mandatory safety regulations for bus operations.
- Adhere and comply with safety rules, motoring regulations, and laws.
- Maintain assigned schedule.
- Transport only authorized individuals.
- Load bus according to established procedures.
- Follow designated route schedule.
- Ensure that all individuals are accounted for and all runs are covered.
- Transport children on field trips and outings, athletic events, and other extracurricular events.
- Ensure passenger safety and maintain discipline on the bus.
- Notify proper authorities in case of a bus breakdown or deviation in schedule.
- Report all accidents immediately and complete required accident reports.
- Wash, clean both inside and out, and fuel the bus as required.
- Perform related work as required.

REQUIREMENTS

Physical Requirements:

- Physical dexterity, coordination, mobility, and visual acuity to safely operate a bus
- Some moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling required
- Must have the ability to drag 80 lbs. and lift up to 50 lbs.

Other Requirements:

- Must be at least 21 years of age
- Must possess and maintain a clean driving record as deemed appropriate by the Fredericksburg Field House. All traffic violations must be reported, whether or not you are at work. (Any violations are subject to suspension and/or termination).

I _____ (Employee's Name), hereby certify that I understand and agree to abide by the terms and conditions of my employment set forth in this agreement.

Employee's Signature

Date

Manager (Print Name)

Title

Manager's Signature

Date

Human Resources (Print Name)

Human Resources' Signature

Date