



**KIPS BAY
BOYS & GIRLS CLUB**

**Lead BUS DRIVER
Job Description**

POSITION TITLE: Part-time Bus Driver

LOCATION: 1930 Randall Avenue Bronx, NY 10473

SUPERVISOR: Director of Operations

GENERAL FUNCTION: Program Professional with experience in Core Program Areas per the BOYS & GIRLS CLUBS of AMERICA model, the employee works independently most of the time to realize structured activities for teens that supports their growth. The employee works to include the applicable components of the current Kips Bay Strategic Plan and in so doing assists the executive leadership of the organization in realizing organizational goals.

The employee recognizes that his/her role requires administrative competence, the ability to work with other Directors and the need to perform routine duties for the organization. The responsibility also extends to overall management in the absence of colleagues that supersede or report to him/her.

KNOWLEDGE/SKILLS/QUALIFICATIONS: Experience in youth work, community outreach, directing others, planning, handling multiple tasks, budgeting, purchasing, reporting, and managing personalities relevant to facilitation of assignments.

MAJOR DUTIES:

- Transport children and staff to and from Kips Bay sites and various trip locations.
- Obey all traffic laws at all times.
- Maintain a clean and mechanically sound bus at all times.
- Ensure the safety of all students and passengers.
- Assist students with getting on and off the bus as needed.
- Perform inspections of the bus before and after each route.

- Attend safety meetings as required.
- Attend staff meetings.
- Document incidents in a timely manner. Log trip mileage and gas consumption.
- Check email, texts, and phone calls regularly and respond within an appropriate timeframe.
- Keep any required permits, licenses and/or certifications current.
- Perform other tasks as requested that support the overall functioning of the organization.
- Work according to the schedules set forth by the Director of Operations - keeping in mind schedule changes resulting from Holidays, school closings, weekends, and summer hours.

QUALIFICATIONS:

- High School Diploma/GED.
- Have a current CDL.
- Minimum of 3 years as a CDL Bus Driver.
- Clean driving record with no at-fault accidents or traffic citations within the last five years.
- Two or more years of experience working with children preferred.
- Ability to carry out assigned route on time.

HOW TO APPLY:

Eligible candidates should submit their resume and cover letter to Mr. Sinclair Hollinsworth by emailing: employment@kipsbay.org

Please put Lead Bus Driver, posting in the subject line.