

GIRLS PLACE, INC.
2101 NW 39TH Avenue
Gainesville, FL 32605

Position Titles: Bus Driver
Reports To: Executive Director and Program Coordinator

Supervises: Children on the bus.

Job Summary: Skilled work in the operation of light and heavy school buses in transporting students to and from The Girls Place, Inc..

Qualifications:

- ❖ Knowledge of traffic and highway safety rules and regulations, and precautions of the necessary to avoid accidents.
- ❖ Ability to operate a bus in a safe and economical manner.
- ❖ Ability to understand and carry out instructions and to perform work requiring good physical condition.
- ❖ Ability to relate to students, parents and school system personnel.
- ❖ Ability to pass a physical examination as required by the State of Florida.
- ❖ Must possess a high school diploma.
- ❖ Completion of first-aid and defensive driving courses.
- ❖ Training on highway safety rules and regulations.
- ❖ Possession of a valid Commercial/ Driver's License.

Hours Required: Approximately 10-15 hours per week. This includes 2-3 hours each afternoon, and field trips.

Salary Range: \$4.50 to \$7.50 per hour.

Performance Standards:

- Must be willing to submit to random drug testing.
- Transport students from schools to the Girls Place, following a pre-planned route according to a definite time schedule.
- Drive bus carefully and in compliance with traffic regulations.
- Assume responsibility for the safety of children in loading, unloading, and transporting them to and from the Girls Place.
- Instruct children in safety precautions and practices.
- Signal children when to cross street or highway and assure that children are safely across upon departure from bus.
- Maintain discipline; report unruly behavior to Executive Director.
- Inspect and sweep bus.

- Check water, gas, oil, tires, and mechanical condition before leaving on run.
- Report delays and accidents.
- Keep operational records and make simple reports.
- Report defects with vehicle to Executive Director and Program Coordinator.
- Assure bus meets regular maintenance schedules.
- Perform related work as required.