



DRIVER POSITION DESCRIPTION

TITLE: Driver

DEPARTMENT: Programs

REPORTS TO: Unit Director

STATUS: Non-Exempt, Part-Time

PAY: \$25 per hour

FALL SCHEDULE: Up to two hours per weekday, typically between 2:30 and 5:00 p.m., for approximately 10 hours per week.

SUMMER AVAILABILITY: This position is initially for the fall semester, with the potential to continue during the summer to provide lunchtime transportation and transportation for field trips or other Club activities as needed.

PRIMARY FUNCTION

Under the direction of the Unit Director, the Part-Time Driver is responsible for safely transporting Club members from designated schools to their assigned Boys & Girls Clubs of West Alabama location.

The Driver will operate a BGCWA-provided 15-passenger van along an established afternoon route, following designated schedules, school dismissal procedures, applicable traffic laws, and BGCWA transportation and safety policies.

During the summer, the position may provide transportation during lunchtime or for field trips, special programs, and other Club activities as needed.

KEY ROLES

Essential Job Responsibilities

- Operate a BGCWA-provided 15-passenger van along designated routes and according to established schedules.
- Pick up Club members from designated schools and transport them safely to their assigned Club location.
- Communicate with designated schools and BGCWA staff regarding dismissal schedules, route changes, delays, and transportation needs.
- Pick up and discharge Club members only at approved locations.
- Confirm that Club members are transported to the appropriate Club location.
- Maintain order and appropriate behavior among Club members while the vehicle is in operation.

- Assist Club members with safely entering and exiting the vehicle as needed.
- Report accidents, delays, behavioral concerns, safety issues, or other incidents promptly to the Unit Director or designated supervisor.
- Conduct and document required pre-trip and post-trip vehicle inspections.
- Maintain the assigned vehicle in a clean, safe, and operational condition.
- Check fuel, oil, fluids, tires, brakes, brake lights, mirrors, windows, doors, seat belts, and other safety equipment.
- Report and document vehicle defects, damage, malfunctions, or maintenance needs promptly.
- Maintain accurate records regarding vehicle inspections, maintenance, mileage, routes, and the number of Club members transported.
- Follow all BGCWA transportation, emergency, supervision, and member-safety procedures.
- Assist Club members in understanding and practicing proper vehicle evacuation procedures.
- Provide transportation during the summer for lunchtime needs, field trips, special programs, or other approved activities if the position continues beyond the fall semester.
- Perform other related duties as assigned.

ADDITIONAL RESPONSIBILITIES

- May provide transportation for special programs, events, field trips, or other approved Club activities.
- May assist in other program areas before or after the assigned transportation route, as needed and within scheduled hours.
- Participate in required staff training, safety meetings, emergency drills, and transportation-related training.
- Assume other duties as assigned by the Unit Director or organizational leadership.

OTHER JOB REQUIREMENTS

The Part-Time Driver must be able to:

- Operate a 15-passenger van safely and responsibly along designated routes.
- Learn and consistently follow assigned routes, school stops, dismissal schedules, and Club transportation procedures.
- Maintain order and appropriate behavior among Club members without becoming distracted from safely operating the vehicle.
- Maintain the assigned vehicle in a clean and safe operating condition.
- Recognize equipment malfunctions or safety concerns and take appropriate action.
- Maintain accurate and timely transportation and vehicle records.
- Establish and maintain cooperative working relationships with Club members, families, school personnel, coworkers, and community partners.
- Understand and follow oral and written instructions.
- Meet established schedules and timelines.
- Practice safe and defensive driving.
- Assist Club members with entering and exiting the vehicle as necessary.
- Follow all applicable federal, state, local, and BGCWA transportation requirements.

- Successfully complete required background checks, motor vehicle record checks, drug screenings, and random drug or alcohol testing as required by BGCWA policy or applicable law.
- Maintain reliable attendance and punctuality.

SKILLS AND KNOWLEDGE REQUIRED

- Knowledge of safe and defensive driving practices.
- Knowledge of Alabama motor vehicle laws applicable to transporting children and operating the assigned vehicle.
- Ability to safely supervise and transport children and teenagers.
- Ability to remain calm and exercise sound judgment during delays, emergencies, behavioral concerns, or changing road conditions.
- Strong interpersonal skills using tact, patience, professionalism, and courtesy.
- Ability to communicate effectively with Club members, families, school personnel, and BGCWA staff.
- Ability to maintain confidentiality regarding Club members and families.
- Ability to complete routine records and documentation accurately.
- Active and valid Alabama driver's license.
- Any license classification, endorsement, certification, or other qualification required by law or BGCWA policy to operate the assigned vehicle.
- CPR and First Aid certification. BGCWA will provide training if necessary.

EDUCATION AND EXPERIENCE

Any combination equivalent to:

- Graduation from high school or possession of a GED.
- At least one year of experience operating a motor vehicle.
- A safe and acceptable driving record.

Experience transporting children, operating a passenger van, or working in a school, youth-development, childcare, or nonprofit setting is preferred.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The position is primarily performed in a 15-passenger van and may require:

- Sitting and driving for extended periods.
- Entering and exiting the vehicle repeatedly.
- Walking and stepping up or down.
- Bending, reaching, pushing, and pulling with the arms and legs.
- Using hands and feet to operate vehicle controls.
- Hearing and speaking clearly to exchange information with passengers, school personnel, and BGCWA staff.
- Turning the head and body to observe traffic, passengers, and surrounding conditions.
- Assisting children with entering and exiting the vehicle.

- Lifting or moving items associated with routine transportation and Club activities.
- Driving in varying traffic, road, and weather conditions.
- Exposure to seasonal temperatures while conducting vehicle inspections or assisting passengers.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

DISCLAIMER

The information presented describes the general nature and level of work expected of employees in this classification. It is not designed to contain, nor should it be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, or objectives required of employees assigned to this position.

HOW TO APPLY

Interested candidates should email a current résumé to jobs@bgcwestal.org with Part-Time Driver in the subject line.