

The Jewish Community Center of Greater Columbus, OH 43209
CDL-P BUS DRIVER POSITION DESCRIPTION

Position Title: CDL-P Bus Driver
Personnel Code: Support Staff

Dept No: 133000
Status: Non-Exempt

Department: Building Operations
Supervisor: COO

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- **To welcome, thank and engage JCC members and guests on a daily basis.**
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary: Safely transport JCC members, primary elementary school age children, to and from JCC activities.

Qualifications:

1. **Knowledge and Education - Minimum Required or Preferred:** GED / High School Diploma required; Valid CDL-P Driver's License Endorsement required.
2. **Experience - Minimum Required or Preferred:** Minimum two (2) years' experience driving commercial vehicles; preferably a school bus.
3. **Special Skills:** Must enjoy young children, teenagers and senior citizens; outstanding customer service skills; able to work occasional overtime on an as needed basis; able to pass random drug testing requirements; able to pass background check testing requirements; able to pass physical examination requirements.

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Duties and Responsibilities:

- Safely transport JCC members based on weekly schedule
 - Mainly elementary school age children
 - Occasionally senior adults, preschool age children, teenagers and/or campers
- Be on time and ready to go as scheduled
- Maintain properly working vehicles
 - Check all fuel levels; fill fuel tank as needed
 - Return all gasoline receipts to supervisor
 - Check and fix fluid levels and tire pressures
 - Report any vehicle problems immediately to supervisor
 - Assure bus is safe for transporting
 - Clear frost / snow from windows
- Safely assist passengers on and off buses as needed
- Keep JCC phone/walkie on & working properly to insure immediate communication
- Keep bus clean inside and out
- Maintain accurate daily vehicle log
 - Submit log to supervisor every Friday
- During non-driving hours check in with supervisor for assignments
 - Other driving runs
 - Maintenance or housekeeping tasks
- All other duties as assigned by supervisor or JCC Management

Acknowledgement:

Employee's Name Printed

Employee's Signature

Date of Signature