



We build strong kids,
strong families, strong communities.

Santa Anita Family YMCA
501 S. Mountain Avenue
Monrovia, CA 91016
(626) 359-9244 (626)
359-9247 – fax
www.safymca.org

JOB TITLE: Program Driver

JOB PURPOSE: PROVIDE PROGRAM TRANSPORTATION
by safely transporting children to child care site (s).

Reports to: Youth & Family Director

Date: 2007

GENERAL FUNCTIONS

- ◆ The Program Driver is responsible for the supervision, safety and transportation of children from schools to the YMCA program site(s); providing for the care and maintenance of his/her vehicle at all times. *All programs and materials must be managed in accordance with the purposes and policies as set forth in the strategic plan, the Personnel Policies Manual and other policies as may be formulated.*

EDUCATIONAL/CERTIFICATION REQUIREMENTS

- ◆ A High School Diploma/GED or equivalent ECE experience and/or training.
- ◆ Current Red Cross or equivalent CPR/First Aid Certification.
- ◆ Class C License with a clean MVR.
- ◆ Current Red Cross or equivalent CPR/AED/First Aid Certification.
- ◆ Background Check Clearance.
- ◆ Drug Test Clearance.

EXPERIENCE REQUIREMENTS

- ◆ Must be 23 years of age.
- ◆ A fundamental understanding of the YMCA philosophy and practices.
- ◆ Commitment to character development and the YMCA mission.
- ◆ Strong commitment and ability to work with children from a variety of backgrounds.
- ◆ Solid supervisory and development skills as relates to position.
- ◆ Strong problem-solving and communication skills.
- ◆ Solid knowledge of emergency procedures required.

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PRINCIPAL ACTIVITIES

- ◆ Responsible for reporting to work on time; adhering to appropriate dress code for position and department of responsibility.
- ◆ Responsible to arrive 30 minutes prior to departure to conduct thorough vehicle inspection prior to daily driving.
- ◆ Documents and reports needed repairs and/or concerns to the appropriate supervisor.
- ◆ Fuels and administers routine maintenance according to established schedule.
- ◆ Ensures interior of van is cleaned at the end of each shift.
- ◆ Supervises children with concern for safety, never leaving unattended; operate vehicle in a safe manner and observes all safety regulations.
- ◆ Responsible for prompt arrival at school or other locations (15 minutes) prior to dismissal of school.
- ◆ Secures attendance list prior to leaving for school/sites.
- ◆ Escorts children from van into building site for daily registration.
- ◆ Keeps accurate daily attendance record of all children on route and submits to appropriate supervisor at the end of each week.
- ◆ Reports absences to the appropriate supervisor daily.
- ◆ Support the rules and regulations, policies, procedures and objectives of the YMCA.
- ◆ Communicates with parents and school personnel in a professional and courteous manner.
- ◆ Maintains participant confidence and protects branch operations by keeping information confidential.
- ◆ Provides TLC- teaching, learning and caring for program participants by implementing "Y" character development.
- ◆ Responsible for knowing emergency procedures; performing lifesaving techniques; administering basic first aid; activating emergency medical system; documenting accident/incident reports.
- ◆ Attend weekly staff meetings.
- ◆ Responsible for notifying appropriate supervisor of personal absences in a timely manner.
- ◆ Available for random drug testing.
- ◆ *Contributes to overall team effort by accomplishing related results as needed; abiding by all policies and procedures.*