



JOB DESCRIPTION

POSITION: Bus Driver
REPORTS TO: Program Director
HOURS: 5:30 am – 7:30 am and/or 5:30 pm – 7:30 pm

PREFACE:

This position description is intended to provide a guideline of what the duties, responsibilities, and essential functions of this position are. The duties, responsibilities, and essential functions of this position include, but are not limited to those specifically identified in the description below. These duties, responsibilities, and essential functions may change over time and other ones may be added to this position description without necessarily being reflected in this description.

POSITION SUMMARY:

The bus driver transports guests to and from the host churches from the main Berkeley campus. The safety of the guests is of paramount importance and bus drivers should take all necessary steps to ensure this.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Others may be assigned.

- Uphold the Mission, Vision and Values of The Gathering Inn and maintain a guest-first mentality at all times.
- Safely operate bus and transport guests between host church sites and Berkeley campus.
- Obey traffic laws, safety procedures, and transit regulations.
- Monitor guest activities and respond to all guest questions and concerns.
- Ensure safety and security of guests and property while on-board bus.
- Ensure bus is kept neat and tidy at all times.
- Address any behavior issues that create disharmony, criminal, or otherwise non-productive behavior.
- Model positive, professional behavior for guests, including appearance and communication.
- Perform a pre-trip inspection of the bus and complete pre-trip inspection form to identify any problems, mechanical or otherwise, discovered during the pre-trip inspection.
- Complete a time sheet recording pre-trip inspection and driving times.
- Perform a post-trip inspection of the bus and identify any mechanical problems, delays, or other problems encountered during the operation of the bus and during post-trip inspection.
- Adhere to staffing schedules to provide adequate and safe staffing coverage.
- Document and notify management of guest concerns, potential workflow problems and/or any exceptions to policy that can impact program security.
- Maintain working knowledge of fire, safety, and health standards to ensure a safe work environment for guests and co-workers.
- Provide emergency assistance to guests and co-workers as necessary.

**POSITION EXPECTATIONS:**

- Be punctual. No more than one late occurrence per quarter. If you know you are going to be late, you must contact your Supervisor at least one hour in advance.
- Complete paperwork in a timely and consistent manner, including all reports, etc.
- Complete work accurately – proofread all documents you are responsible to create or distribute.
- Use good judgment and discretion in all aspects of this position. Make ethical, non-biased and well-thought-out decisions.
- Communicate regularly with Management and co-workers on all pertinent issues.
- Assist others in a compassionate manner without ethnic or social prejudices. Be tactful and mindful of issues & challenges unique to homelessness, substance abuse and persons with physical and mental disabilities.

SUPERVISORY RESPONSIBILITIES:

None at this time.

QUALIFICATIONS:

- Must have a valid California Class B license with passenger & air brake endorsement.
- Must have current D.O.T. medical card.
- Must have clean driving record and maintain clean driving record while working for TGI.
- Must have current medical exam clearance and maintain clearance while working for TGI.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent and a minimum of three years experience transporting passengers.

WORKING HOURS:

This is a part time non-exempt position. Working hours are from 5:30am – 7:30am and/or 5:30pm – 7:30pm.

DRESS:

Bus drivers are required to wear TGI uniforms, which include the organization's polo shirts with logo and identification badge. Drivers are allowed to wear jeans, khakis, or other clean pants as part of their uniform. Clean khaki, white or black knee length shorts are allowed to be worn in the summer. Closed toe shoes are required at all times.

TRAINING:

Increased value to the Organization may require additional schooling or other types of training depending on individual goals.

**LANGUAGE SKILLS:**

Ability to read and interpret documents, to write reports and correspondence, and to speak effectively with groups of people including guests and other employees.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations (add, subtract, multiply and divide).

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CRITICAL TECHNICAL REQUIREMENTS:

This position requires strong driving and communication skills.

CRITICAL BEHAVIORAL REQUIREMENTS:

This position requires a commitment to carrying out the Mission, Vision, and Values of the Organization. It is also essential to take responsibility, be trustworthy and to carry a high level of confidentiality. Flexibility, good judgment, and an ethical and honest outlook are also essential behavioral qualities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers, to handle objects, paper, etc. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and stoop, kneel and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, depth perception and ability to adjust focus. The employee regularly needs to talk and hear.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Noise level in the work environment is usually moderate.



I have read, understand, and agree with my position description as stated above. I also understand that this description agreement does not constitute a contract for length of employment and that the employer and employee are subject to protection by all Federal and State of California Labor and Employment allows. I am an “at will” employee.

The Gathering Inn is an Equal Opportunity Employer.

The Gathering Inn maintains a drug-free workplace.

Date: _____

Employee: _____

Supervisor: _____

COO: _____