Boys & Girls Clubs of Metro Richmond (BGCMR) delivers on our mission to empower young people, especially those from historically marginalized communities, to succeed in life by providing life-changing programs and experiences. Through five Clubs and two Teen Centers, we reach young people ages 9 to 23, aiming to give them everything to grow up healthy and whole: a physically and emotionally safe place, caring adults, and a myriad of programs and opportunities to build character, academic confidence, healthy lifestyles, and employability skills.

We are seeking responsible and flexible individuals to join our team who enjoy transporting children safely on 40 passenger buses and being part of a team to engage youth, teens and young adults in community events encouraging them to have a voice in their community.

This position is responsible for transporting club and staff; adhering to all safety rules, motoring regulations and laws; ensuring passenger safety; completing reports; coordinating maintenance and upkeep of the bus.

**Bus Drivers will be accountable for their ability to:**

- Drive 40 passenger bus- transport members and staff to clubs, various field trips and special events.
- Follow designated route schedule and stop at authorized route schedule only. Notify proper authorities and supervisor in case of bus breakdown or deviations in schedule.
- Ensure passenger safety and maintain discipline on bus.
- Conduct periodic emergency bus evacuation drills and maintain safety equipment.
- Enforce that drivers and passengers wear seat belts at all times while vehicle is moving.
- Perform pre-trip and post-trip inspection of mini-bus and report operating and equipment deficiencies and unsafe bus conditions to Director.
- Adhere to preventive maintenance schedule and make bus available for periodic maintenance.
- Report all accidents, complete required reports and ensure all passengers are accounted for.
- Adhere and comply with safety rules, monitor regulations, obey all traffic laws and observe mandatory safety regulations for bus operations.
- Complete required forms and reports in an accurate and timely manner. Attend scheduled meetings.
- Keep a current driver’s license and report any changes to the status of your driver’s license and/or driving record and moving violations to your supervisor within 24 hours of such violation.
- Maintain bus in useable and clean condition and fuel as required.
- Ensure members’ consistent compliance with BGCMR COVID protocols throughout the day.
- Utilize mindfulness, restorative practices, de-escalation and co-regulation skills, to provide support within the Club setting to dysregulated members.

**QUALIFICATIONS**

- Any combination of education and experience equivalent to graduation from high school.
- Possession of a current valid CDL driver’s license for the class of vehicle to be driven and carry it on their person when driving and be 21 years of age or older.
Drivers must possess an acceptable driving record and pass the motor vehicle record check.

- Three years of experience in the operation of a motor vehicle
- Skilled in the operation of a mini-bus or equivalent.
- General knowledge of the geography of the city and the location of streets.
- Skill in the safe operation of a bus and ability to detect malfunctioning equipment.
- Ability to assist children using patience and understanding.
- Ability to establish and maintain effective working relationships with school officials, parents, associates and club members.
  - Vision in both eyes.
  - Must be able to pass TB test, fingerprinting and Virginia Criminal Record check.

Pay/Hours: This is a school year position, $17 -20 per hour, with the possibility of carrying over into the summer. Hours range from 20-30 hours per week, M-F.

APPLY by completing our Employment Application and email to hr@bgcmr.org. These positions will remain open until filled.