

Cherokee County, GA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PART TIME BUS DRIVER

Department: Cherokee County Recreation and Parks Agency
FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for providing a safe environment while driving camp participants to and from field trip locations. As well as ensuring the safety of the children while on the bus.

ESSENTIAL JOB FUNCTIONS

- Arrives at pick-up location fifteen (15) minutes prior to scheduled departure time (written on bus schedule provided by AE Coordinator).
- Records miles driven on the Activity Mileage Log (Please try to go shortest route as to save money on gas mileage).
- Provides a copy of the Activity Mileage Log to Recreation Coordinator and Board of Education Bus Garage, at the end of each week.
- Hours of work begin when the applicant leaves their house to when they return to their house (Maximum of 1 hour of travel will be paid). Bus Drivers are not allowed to leave the excursion site unless for an emergency.
- Manages all necessary fees associated with bringing applicants own children along on field trips.
- Manages finding another driver to cover driving route should a change on the schedule be necessary, letting the Recreation Coordinator know when doing so.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent.

Any combination of education, training, and experience that provides the required knowledge and skills is acceptable.

Special Qualifications:

Must possess a valid CDL driver's license with Passenger Endorsement.

Must be employed by the Cherokee County School District and have access to a school bus during the summer break.

Must successfully pass Background Check and Drug Screening.

Knowledge, Skills, and Abilities:

- Knowledge of the principles, practices, procedures, operations, and functions of CRPA.
- Knowledge of all applicable laws, ordinances, policies, standards, and regulations pertaining to the specific duties and responsibilities of the job.
- Knowledge of First Aid/CPR/ AED.
- Ability to effectively communicate and interact with management, employees, members of the general public and all other groups involved in the activities of Cherokee County government as they relate to CRPA.
- Ability to work with limited supervision, using personal judgment in decision making.

PHYSICAL DEMANDS

Physical:

- Able to stand for long periods of time, Able to lift heavy objects, Able to be outside in the heat for long periods of time

Vision:

- See in the normal visual range with or without correction.

Hearing:

- Sufficient clarity of speech and hearing abilities that would permit effective communication with or without correction.

WORK ENVIRONMENT

Gym setting, Field Trips, Outdoors, Majority of time spent driving the bus.

OTHER REQUIREMENTS

- Needs to be a CCSD Bus Driver
- CPR/ First Aid/ AER Trained Preferred

Cherokee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Cherokee County is an equal opportunity employer. Cherokee County will provide equal employment opportunity to all qualified persons without regard to race, color, creed, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or other legally protected category or classification.