



JOB ANNOUNCEMENT

SUMMER DAY CAMP BUS DRIVER (Seasonal / Part-Time 2 positions available)

DEPARTMENT:	Parks and Recreation	POSTING DATE:	February 7, 2012
JOB CODE:	0001-315 (E)	HOURLY RATE:	\$12.50
WORK STATUS:	Seasonal / Part-Time by May 14, 2012	APPLY BY:	Open Until Filled

**APPLY IN PERSON AT:
CITY OF GAINESVILLE
CIVIC CENTER
830 GREEN STREET, GAINESVILLE 30501**

For additional information about this position or the application process, call 770-531-2680.

GENERAL FUNCTION:

To ensure the safe and orderly transportation of campers on all assigned field trips. Operate school bus that transports students and staff to and from scheduled field trips and other designated locations.

QUALIFICATIONS:

Must be 21 years of age, and possess a valid CDL Drivers License with Passenger Endorsement, no record of DUI convictions. Must pass pre-duty and randomly administered drug and alcohol tests. Must be able to get along with others. Must be able to follow maps and complex driving directions. Must be able to follow written and verbal instructions. Must be approved to drive vehicles of the Gainesville City School Board of Education and have an acceptable driving record as determined by the Gainesville City School System. MUST possess the following: Current CPR and First Aid certifications; Valid and appropriate state driver's license; Good Motor Vehicle Driving Record; Negative drug screen; no criminal background.

KNOW HOW:

Under the leadership of the Director, the Bus Driver must act in accordance with the policies and procedures established by Gainesville Parks and Recreation.

This person must have the ability to relate to children and adults from all social and economic segments of the community and have the ability to work with the public in a respectful manner.

This person must also possess the proper character during the camp program to insure respect from the campers, parents, and co-workers. There will be no place for questionable actions such as profane and vulgar language, yelling, or a pessimistic attitude toward campers and co-workers. A neat personal appearance will be projected at all times.

This person must conduct a pre-trip inspection check of the bus and file appropriate form with the Camp Coordinator. This person must be able to follow instructions and use established routes for all trips.

This person must be able to instruct all passengers regarding responsible conduct while riding the bus.

This person must follow duties as directed by immediate supervisor and persons of higher authority.

PRINCIPLE RESPONSIBILITIES:

- Be at the camp site on time and be prepared to adhere to set schedules.
- Understand all activities that will take place during the camp.
- Supervise campers on the bus.
- Conduct a pre-trip inspection check of the bus and file appropriate form with the Camp Coordinator.
- Maintain appropriate student management and report student incidents to the appropriate supervisors.
- Maintain safety precautions when students are boarding and departing the bus.
- Clean the bus before and after each trip.
- Report any potential dangers to the Camp Coordinator, such as facility, equipment, and activities.
- Adhere to the policies and procedures set by Gainesville Parks and Recreation and the City of Gainesville.
- Prepare for, attend and actively participate in all staff orientations, parent orientations, training sessions, and staff meetings that are scheduled.
- Perform any scheduled duties that are assigned.
- Keep the Camp Coordinator informed of any problems that may occur; this will include accidents, discipline problems, etc.
- Complete all day camp related forms that are required and submit them to the Camp Coordinator. Accident reports and disciplinary actions must be provided to the Recreation Program Coordinator immediately.
- Complete and submit timesheets and leave requests to the Camp Coordinator.
- Assist with positive conflict resolution.
- Perform basic first aid and CPR skills.
- To teach by example through actions, words, and thoughts.
- Maintain current route maps and directions.
- Must observe all rules, regulations and traffic laws set forth by the State of Georgia regarding the proper transportation of children in a bus.
- Assist with the supervision of campers on assigned field trips or off-site activities.
- To communicate with the Camp Coordinator about any problems that may arise including any cooperation issues with staff, problems that may be the result of staff not fulfilling their duties as these relate or interfere with the safety of campers.
- Is responsible for providing a safe environment with a “can do” attitude. To interact with and respond to staff and campers in a professional, helpful manner. To be a team player.

These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

❖ THIS IS A PART TIME POSITION AND NOT ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
