

Job Description

Position Title: Mini Bus Driver

Classification: Part-time, Non-Exempt

Hourly Rate: \$15.00 per hour

Reports to: Executive Director

Summary:

The Mini Bus Driver is responsible for transporting Family Promise of Beaufort County's guests from their location(s) (throughout Beaufort and Jasper County) to daycare, school, work, and groceries stores. The hours of this position can vary from week to week depending on the family schedule.

Duties:

- Assure routine maintenance is performed, the bus is kept clean, and has sufficient gas at all times.
- Track mileage and destination on log sheets.
- Open, close and secure the Day Center as needed for mini bus operation.
- Maintain confidentiality with regard to our guests and security codes.
- Provide prompt and courteous service to our guests and volunteers.
- Assure that all guests wear seatbelts or are in state mandated car seats.
- Carry driver's license and follow the "rules of the road" while transporting our guests or driving our vehicle.
- Keep Case Manager/Executive Director abreast of any unsafe or questionable behavior of guests.
- Other duties as requested by the Family Promise of Beaufort County staff

Qualifications:

- Valid South Carolina driver's license in good standing (CDL not required).
- Clean driving record.
- Ability to communicate effectively with a diverse population.
- Ability to follow directions to various locations and utilize a GPS system.
- Flexibility to work a variety of shifts in a fluid work environment.
- Basic knowledge of technology, mainly email communication (preferred).
- Ability to pass a background check.