



Camp Fire Heart of Iowa Job Description

POSITION: Bus Driver
CLASSIFICATION: Seasonal (Full-time)
REPORTS TO: Facilities & Grounds Director
SUMMER SEASON: May 24-August 20, 2021

JOB SUMMARY: Responsible for transporting campers and staff by bus to and from camp daily and for field trips. This position will also be responsible for performing a daily pre-check of the bus, recording pertinent information in maintenance logs, and ensuring that all passengers are following Camp Fire's safety policies.

QUALIFICATIONS:

1. Must be 21 years of age or older.
2. High school diploma, GED, or equivalent.
3. Must be able to pass a criminal background check.
4. Valid Commercial driver's license (CDL) with passenger and air brakes endorsements and clean driving record.
5. Must be able to read and write English proficiently.
6. Strong leadership, communication, and decision-making skills.
7. Ability to establish and maintain positive working relationships.
8. Good character, integrity, patience, and adaptability.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions.

1. Use of hands, fingers, arms, feet and legs to perform daily duties.
2. Ability to speak and hear.
3. Significant sitting, standing, walking, and physical activity.
4. Significant amount of time spent outdoors.
5. Ability to lift and carry fifty (50) pounds.
6. Ability to constantly interact with the public in a professional manner.
7. Ability to perform professionally in stressful situations.
8. Ability to follow proper wearing, cleaning and/or replacement procedures of Personal Protective equipment (masks, gloves, etc.) all day in all climates.
9. Visual and auditory ability to identify and respond to environmental and other hazards.
10. Physical ability to respond appropriately to situations requiring first aid/CPR. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).
11. Eye-hand coordination and manual dexterity to manipulate equipment.

ESSENTIAL FUNCTIONS:

1. Transport campers and staff by bus to and from camp daily and for field trips.
 - Be aware of each destination's location and the travel time required to maintain the transportation schedule.
 - Ensure that all passengers are adhering to Camp Fire's safety rules and policies
 - Obey all traffic laws.
2. Ensure that the bus is mechanically safe and prepared for each trip.

- Perform a daily pre-trip inspection of the vehicle and replace any necessary fluids.
 - Complete a daily maintenance log and record important information.
 - Contact the Facilities & Grounds Director immediately if there are any concerns about the vehicle.
 - Ensure that the bus has adequate fuel prior to any trip.
3. Work cooperatively with the Facilities Director, Site Directors, and other staff members.
 - Arrive on time for work each day. When requesting time off, or when ill, communicate with the Facilities & Grounds Director in an efficient and timely manner.
 - Inform the Facilities & Grounds Director of any conflicts or problems that arise as soon as they occur.
 4. Communicate regularly with supervisor, keeping them informed of any changes to plans, problematic situations, staff concerns, etc.
 5. Encourage respect for personal property and camp equipment, vehicles, and facilities.
 6. Manage personal time off in accordance with camp policy.
 7. Adhere to all Camp Fire policies, ACA standards, and applicable laws and regulations.
 8. Perform other duties as assigned by the Administrative Team.

PAY: \$500.00 per week, prorated for requested time off. Room and board provided, if desired.

APPLICATION PROCESS:

Submit resume to hantesa@campfireiowa.org with 'Bus Driver Application' in the subject line or apply online at www.campfireiowa.org.

OUR COMMITMENT: Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.