



**BOYS & GIRLS CLUBS**  
OF NORTH CENTRAL NORTH CAROLINA

**Position:** Bus-Driver

**Job Type:** Part-time

**General Function:**

Responsible for transporting club members to and from the club in a safe manner and maintaining company vehicles.

**Example of Duties:**

- Responsible for maintaining discipline on each bus run and notifying the Unit Director immediately if problems occur with members.
- Responsible for keeping daily inspection records of the bus.
- Driving the designated daily routes to assigned schools.
- Responsible for checking the vehicle daily for safety.
- Responsible for notifying the Unit Director when gas is needed or other maintenance such as oil changes and yearly inspections are due.

**Qualifications:**

- The Bus driver position requires a valid Commercial Driver's License from the State of North Carolina.
- Driving record must enable the Boys & Girls Club to provide coverage for you with our insurance agent.
- Must complete and clear a background check and drug screening.