

## WMFC Chauffeur's/CDL Bus Driver Job Description

**Reports To:** Transportation Supervisor

The Mission of the West Midland Family Center is to enhance the quality of life for each generation by providing growth and achievement opportunities within a caring environment. Thereby developing a sense of individual worth....and strengthening the family unit.

**General Position Summary:** Safely drive buses by obeying all rules of the road. Transport children safely to and from school/home. Establish positive relationships with parents, children & other staff.

### **Principal Duties and Responsibilities:**

- Safely transport children
- Perform daily bus inspections and report issues with buses to the transportation supervisor
- Work as a team with bus aids and teachers
- Follow all safety protocol as determined by WMFC
- Follow all licensing regulations as set by the Department of Human Services
- Perform other related duties as assigned

### **Minimum Qualifications:**

- Chauffeur's License
- CDL Driver's license with a "P" endorsement
- Medical Exam Card
- Excellent driving record
- Ability to work with others as a team
- Excellent verbal and communication skills

Note: Training help may be available as needed

### **Training to be provided:**

- WMFC Employee Orientation
- CPR
- First Aid
- WMFC Emergency Responder
- Confidentiality
- CPS Reporting
- Conscious Discipline

**For more information contact:** Judy Wirtz @ [wirtzj@wmfc.org](mailto:wirtzj@wmfc.org) or call 989-832-3256