



**CITY OF LAKE ALFRED
COMMUNITY DEVELOPMENT DEPARTMENT
JOB DESCRIPTION**

TITLE: Summer Recreation Bus Driver
GRADE: 4

DEPARTMENT: Parks & Recreation

GENERAL DESCRIPTION: Temporary position for the Summer Recreation Program. Approximately seven weeks in length. Directly responsible for the transporting of camp staff and participants to and from special events and field trips. All trip destinations and departure/return times will be coordinated by the Lead Summer Recreation Counselor and/or the Parks & Recreation Director.

ESSENTIAL JOB FUNCTIONS:

- A. Picks up camp staff and participants at campsite and transports to and from field trip destinations.
- B. Inform Lead Summer Recreation Counselor and/or Parks & Recreation Director, of any scheduled maintenance with regard to buss.
- C. Works directly with Summer Recreation Counselors to ensure safe behavior with regard to camp participants.
- D. Assist staff with the supervision of camp participants while on field trips as needed.
- E. Performs related work as required.
- F. While transporting camp staff and participants, Bus Driver is expected to follow all policies and regulations set forth by the State of Florida, the School Board of Polk County, and the City of Lake Alfred Parks and Recreation Department.

KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Knowledge of rules pertaining to a CDL driver's license.
- ❖ Knowledge of policies and regulations set forth by the State of Florida and School Board of Polk County.

EDUCATION AND EXPERIENCE:

- ❖ High school graduation or possession of an acceptable equivalency diploma required.
(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

LICENSES, CERTIFICATION OR REGISTRATION:

- ❖ Must possess a valid state of Florida driver's license class B CDL with passenger endorsements
- ❖ Must maintain a valid telephone number.

ESSENTIAL PHYSICAL SKILLS:

- ❖ Acceptable normal visual acuity, and field of vision, hearing, speaking, color perception, depth perception, and texture perception (with or without corrective lenses)
- ❖ Acceptable hearing (with or without a hearing aid)
- ❖ Ability to communicate orally and in writing.

ENVIRONMENTAL CONDITIONS:

- ❖ Requires work that involves, walking or sitting (driving) most of the time, and exerting up to 10 pounds of force on a recurring basis.
- ❖ The job risks exposure to extreme heat, blood borne pathogens, human waste, bright/dim light.
(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

POSITION CLASSIFICATION EXEMPTION STATUS : Non-Exempt

The City of Lake Alfred is an Equal Opportunity Employer and a Drug Free Workplace.