

Position Title: Driver

Reports to: Tour Manager

Department: External Affairs

Position Summary: Safely and efficiently transport students and authorized personnel to and from off-site venues for activities ranging from class field trips to community outreach and performances. Transportation needs may be for any and all of the Texas Boys Choir, Inc. entities (Fort Worth Academy of Fine Arts, Texas Boys Choir, and Texas School of the Arts).

Essential Job Functions:

- Be accountable to all key stakeholders, including students and families, donors, volunteers, the general public, staff and faculty, board, et al.
- Effectively represent the entities of TBC, Inc. to the public, with great attention to the quality and service of excellence
- Maintain high safety standards and a clean driving record, observing all traffic laws and safety regulations
- Provide good stewardship of organization resources
- Create accurate transportation logs and reports
- Others as assigned

Essential Job Requirements:

- Education – high school diploma or equivalent
- Experience – customer service; clean driving record
- Required Skills – valid Texas commercial driver license (Class B-CDL); ability to pass alcohol/drug screening and a criminal history background check; ability to work effectively with diverse populations; excellent verbal and written communication; good attention to detail; consistent access to email
- Preferred Skills – own mobile phone
- Physical Requirements – must operate buses with up to 45-passenger capacities; ability to sit for extended periods; assist with load-in/load-out of passenger vans and buses; ability to carry up to 50 lbs.

Non-exempt

Part-Time (as-needed)

LIMITATIONS AND DISCLAIMER

This job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Employee’s Name

Title

Employee’s Signature

Date

Manager’s Name

Title

Manager’s Signature

Date