



Indianapolis Motor Speedway Museum Position Description

Position Title	Tour Bus Driver
Department	Tours
Reports To	Tour Operations Manager
Location	Indianapolis Motor Speedway Museum, 4750 W. 16 th Street, Indianapolis, IN 46222
FLSA Status	Part-time, non -exempt

Organization Summary:

The Indianapolis Motor Speedway Museum is an independent 501(c)(3) nonprofit organization. Despite being within the track, the Museum is operated separately from Indianapolis Motor Speedway. The Indianapolis Motor Speedway Museum brings to life the innovation, thrill, and cultural significance of motor racing at the Racing Capital of the World. Our vision for the Indianapolis Motor Speedway Museum is to ignite curiosity, spark discovery, and embrace tradition.

Our Mission:

At the Museum, our mission is to celebrate and preserve the history behind the Indianapolis Motor Speedway and the Indianapolis 500. We are dedicated sharing stories that connect people to history, art, and culture in meaningful ways. Every guest who walks through our doors is not just a visitor—they are part of our story.

Position Summary

We are seeking an enthusiastic and responsible **Tour Bus Driver** to join our team. Tour bus drivers must engage with customers and have thorough knowledge of Indianapolis Motor Speedway and the history of the track. This role is responsible for welcoming guests and providing tour options. This position requires staff members to work cooperatively with Museum managers, fellow guides, and tour bus drivers. With experience, a tour bus driver who drives a bus may have the option to lead golf cart tours in which they will be asked to memorize tour paths and lead tours solo. Staff members will oversee prepping and maintaining carts before and after tours.

Strong customer service abilities to ensure the smooth operation of daily activities are essential. This profession also requires excellent problem-solving abilities, as the Museum uses various technical equipment. They must be able to make swift decisions daily.

Shifts will be booked during both regular Museum hours and after-hours private events, such as evenings and weekends. This role may require up to 29 hours per week of labor.

Job Duties and Responsibilities:

- Strong customer service skills, including cheerful disposition, courtesy, patience, and perseverance.
- Must have good knowledge of IMS and the history of the track.
- Explain Museum/tour options for the day.
- Greeting guests as they board the bus or golf cart, welcoming them to the Museum.
- Work with a tour guide to provide quality experience for participants.
- Fuel the buses once or twice a week, as needed, depending on days worked.



- Alert Tour Operations Manager of faulty parts or maintenance issues with vehicle – mechanical or in passenger compartment, may assist in transport of vehicle for repair.
- Must be physically able and willing to assist people with disabilities on and off tour buses; must be willing to learn how to safely use a built-in bus handicap lift.
- Assure bus is clean, odor free, and as climatically comfortable as possible.
- Must be able to stand and walk for at least 30 minutes per tour.
- Answer questions for guests about the track, Museum, tour.
- Must be willing to accept a flexible work schedule, and willing to work some early mornings, evenings, and weekends.
- Must adhere to IMS and IMS Museum social media policies and other rules that protect the IMS and IMS Museum brands and confidential information.
- Other duties as assigned

Education/Qualifications/Skills:

- Experience driving commercial vehicles preferred.
- High School diploma or equivalent required.
- Experience working with the public is required.
- Strong public speaking skills with the ability to engage diverse audiences.
- Ability to work collaboratively with a variety of people with different skills and abilities.
- Ability to follow Museum policies and procedures.
- Ability to multitask and oversee multiple areas.
- Weekday and weekend availability is required as well as some evening hours.

Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to stand and/or walk within a limited footprint for long periods of time.
- Ability to bend, reach and stoop repeatedly.
- Ability to lift/carry 11-25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

- Moderate to heavy noise (i.e., high traffic spaces with guests talking, sounds from displays).
- Flashing light exposure in certain areas.
- Ability to work in a confined area.
- Work may require exposure to outdoor conditions including high humidity, temperatures above 85°F, and occasional rain or wind. Employees must be able to work safely in these conditions.
- You will work alongside a community of dedicated volunteers who share your passion for making a difference at the Indianapolis Motor Speedway Museum.

Equal Opportunity Employer

E-Verify

Background Check



Disclaimer:

This job description is not an exhaustive list of all functions that may be required to perform, additional functions may be required. The organization reserves the right to revise this job description at any time. All employees must be able to perform the essential functions of the position satisfactorily and so that, if requested, reasonable accommodation may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

Printed Name: _____

Signature: _____ **Date:** _____

Submit Application: museumjobs@imsmuseum.org