

Job Title: Bus Driver	Reports to: Transportation Supervisor
Department: Operations	Status: Traditional Year, Extended Year/Full Time/Non-Exempt
Location: Central Office	Prepared Date: October 2019

### **Position Overview**

Provides transportation to children and families to ensure compliance of Head Start Performance Standards in an environment of continuous program improvement.

### **Essential Duties and Responsibilities** *may include but not limited to the following:*

- Transports assigned groups of children, volunteers, staff, and families affiliated with Head Start to and from assigned Head Start functions
- Adheres to guidelines in accordance with State and Federal Laws, State Licensing requirements and agency policy and procedures
- Arranges for parent volunteers to ride as bus aids and transports them to and from the Head Start site
- Completes required agency paperwork in a timely manner
- Reports accidents and injuries immediately to the Dispatcher
- Provides pre and post trip inspections of school bus, including lifting the hood to check fluid levels of engine, transmission and brakes
- Performs regular bus evacuation drills
- Implements positive forms of behavior control when necessary in accordance with Department of Commerce and Industry Service and Day Care Licensing rules
- Provides routine cleaning of assigned bus

### **Supervisory Responsibilities**

No supervisory responsibilities.

### **Required Education and Experience**

- High school completion or GED preferred.
- Maintain Commercial Drivers License (CDL) with Passenger (P) and School Bus (S) endorsements; minimum of one (1) year bus driving experience, five (5) years cumulative driving experience and a safe driving record as required by CIS licensing and our insurance carrier with less than six points; ability to read and understand street and road maps in detail; obtain, and maintain, both CPR and First Aid certification; must pass annual DOT physical.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Customer Oriented
- Flexibility
- Reliability
- Adaptability

- Verbal Communication

### **Physical Requirements (Subject to change)**

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

- Able to provide light cleaning of bus and/or office space.
- Able to stoop, crawl, kneel and bend in order to speak to children at the child's eye level, to play with children and to pick up toys and equipment from the floor.
- Able to sit for prolonged periods of time while performing work duties.
- Visual and auditory acuity, including but not limited to: effectively driving the school bus, reading road signs, recognizing traffic signals, and reading medication backpack information.
- Ability to lift and carry up to forty (40) pounds, if you are required to lift over forty (40) pounds in a non-emergency situation, you are required to ask for assistance.
  - In some emergency situations you may be required to lift over forty (40) pounds.
- Requires ability to sit, stand, bend, stoop, push, reach and turn and ability to walk, run and keep up with children, including off-loading in an emergency situation.
- Able to walk up and down stair ways into the bus.
- Able to provide visual and auditory supervision of children while on school bus, including hearing when a seatbelt clicks in order to leave the loading site.
- Able to make timely decisions.
- Able to provide pre and post trip inspections of school bus, including lifting hood to check fluid levels of engine, transmission and brakes.
- Able to manually open and close passenger door of school bus, including grasping, bending wrists, and pulling handle mechanism to open up door.
- Able to obtain as well as maintain a DOT CDL.

### **Work Environment**

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

The noise level in the work environment is usually moderate.

*NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the agency. Employees in this position must be able to perform the essential job functions of this position, with or without reasonable accommodation. If you require a reasonable accommodation to perform these job functions, please contact the Human Resources Department.*