

# Community Action Program, Inc. of Western Indiana Job Description

**Position:** Bus Driver  
**Immediate Supervisor:** Center Facilitator  
**Supervisory Responsibility:** None  
**Job Base Location:** Center as designated  
**FLSA Status:** Non-Exempt  
**Classification:** 3  
**Effective:** September 24, 2014

## **General Summary of Position:**

Provide safe bus transportation services for Head Start children, assuring that each child is picked up and delivered on schedule. Cooperate with Teachers to promote the health and education of each child, and to work with center staff to assure a smooth flow of communication between families and Head Start sites. Responsible for executing the transportation component according to the federal Head Start Performance Standards and local area plan.

## **Essential Functions:**

### **Driving and Safety**

1. Transport children to and from Head Start Center each school day efficiently and safely.
2. Ensure that all passengers are placed in appropriate (age or weight) child safety restraints and are securely belted in.
3. Perform daily attendance logs, accounting for all children getting on and off of the bus.
4. Ensure that each child is delivered to the care of a responsible adult upon leaving the bus (on the authorized list).
5. Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind.
6. Visually observe the health of each child on the bus.
7. Coordinate the paperwork flow between homes and Head Start centers.
8. Continuous collaboration with site staff and families to design efficient bus routes.
9. Provide positive guidance and discipline of children while on the bus.

### **Bus Maintenance**

1. Perform a complete safety check of each bus driven on a daily basis, completing a daily pre-trip safety checklist.

2. Keep interior of bus clean daily, and bus exterior as needed.
3. Report any needed repairs and deliver bus to repair site.
4. Maintain records for bus operation, such as daily mileage log, gas purchase receipts, etc.
5. Follow and enforce bus policies as stated in Bus Driver's Manual.
6. Maintain accurate emergency information for all children on bus route and keep Center information updated.
7. Responsible for making the decision about running bus route in severe weather with consultation of Center Facilitator and/or Head Start Director.

### **Other**

1. Maintain a commitment to professionalism:
  - A. Dress in a neat manner suitable for work with young children.
  - B. Attend both pre and in-service workshops, and trainings required in transportation area as assigned by Director.
  - C. Attend out-of-town or overnight training seminars as required by supervisor.
  - D. Demonstrate and provide documentation of increasing skills in Bus Driver safety and education.
  - E. Maintain the confidentiality of family problems and records.
2. Adhere to all applicable policies and procedures in support of all programs in accordance with Agency philosophy and intent.

### **Core Performance Responsibilities:**

A critical part of employee performance is the consistency of the employee in following Agency standards, rules and regulations concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership, teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the agency.

### **Qualifications:**

1. Require a high school diploma or GED.
2. Must obtain and maintain a valid CDL with school bus endorsement.
3. Prefer one year experience in driving school bus or other commercial vehicle.

4. Must have demonstrated ability to relate and communicate effectively, requiring visual reading, manual writing, and verbal communication, with the public, other agency staff, community professionals, and with persons of varied socio-economic levels.
5. Must maintain personal phone at all times.
6. Must possess valid driver's license to travel assigned areas as required. Must maintain liability insurance on personal vehicle and provide proof of such to Personnel Department upon request.
7. Must submit to pre-employment and random drug testing, background checks, fingerprinting, Head Start physical examination, and CDL physical examination as regulated by Indiana Childcare Licensing and Office of Head Start.
8. Must obtain and maintain CPR Certification.
9. Essential functions of the position require the successful candidate to communicate effectively in verbal and written forms, to possess visual reading abilities, and the flexibility of movement to stoop, bend, and climb to work with active young children. Position may require lifting up to 50 pounds to assist young children onto or off the bus.