

South Central Community Action Program, Inc.
Position Description

Position Title: Bus Driver

Department: Head Start

Pay Grade: 19

Reports To: Transportation Coordinator

Position Status: Varies

Purpose of Position

Under supervision of the Transportation Coordinator, the Bus Driver is responsible for the safe transporting of children to and from school, health screenings, and field trips. The Bus Driver will treat all individuals with dignity and respect, make necessary referrals for clients, and exemplify the South Central Community Action Program, Inc. (SCCAP) commitment to empowering people to reach their potential.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Operates a school bus in a safe and efficient manner transporting children to and from school; follows all federal/state/local traffic laws and program policies and procedures; ensures the safety of children when loading and unloading the bus; works to ensure children follow bus safety practices.
- Will not leave children unattended or unsupervised, in accordance with SCCAP policies and procedures, while children are in the care of SCCAP employees. Failure to comply with this would be considered child neglect and endangerment.
- Ensures that the reporting of any and all suspected cases of child abuse and neglect; as required by law, is done in the accordance with SCCAP policies and procedures.
- Provides a positive and supportive environment for children; accepts/respects each child and presents self as a positive role model for children; communicates with children in a positive, non-threatening way; deals with children in a firm and fair manner; demonstrates humor and tolerance.
- Carries out positive discipline practices in accordance with South Central Community Action, Inc. policies and procedures.
- Checks condition of assigned vehicle daily (pre and post trip inspections); assures all vehicles are serviced routinely; reports needed repairs/service; responsible for security of vehicle and its contents; maintains cleanliness of inside and outside of vehicle following program cleaning procedures.
- Participates in and supports at least four events annually (HS program year) hosted or sponsored by SCCAP; including but not limited to parent events, and community fairs
- Performs minor maintenance on vehicle such as replacing clearance lights, headlights, screws, etc, or be able to learn how to do vehicle maintenance with the proper training.
- Modifies routes, when needed, based on knowledge of roads, traffic patterns, weather conditions, etc.

- Responsible for fueling vehicles and maintaining vehicle mileage sheets, which includes the following: log of gas costs, number of gallons used, price per gallon, and miles per gallon. Submit mileage log monthly to the Transportation Coordinator.
- Insures the children's emergency cards are current.
- Meets, interacts and communicates with parents; relays messages to/from parents; refers parents to appropriate staff based on knowledge of program resources.
- Maintain and update bus route lists.
- Reports all vehicle accidents involving agency property immediately to Transportation Coordinator.
- Maintains child attendance sheets for their bus route.
- Make home visits when a new child is enrolled and informs parents and children of transportation policies and procedures. Train parents and children on pedestrian and bus safety. Then submit training documentation to the Transportation Coordinator.
- Perform monthly evacuation drills and other safety drills with the children; submit documentation to the Transportation Coordinator.
- When needed, transport the children to health screenings and field trips and assist with supervision at event/activity.
- Actively participate in securing in-kind contributions from families, professionals and community members.
- Engages parents in volunteering, community service, and other ways of contributing to program activities and services.
- Make decisions and act based on family support principals, theories, practices, and code of ethics.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

- High School diploma or equivalency or any equivalent combination of education, training, and experience, which provides the necessary knowledge, skills, and abilities.
- Must have a safe driving record for the past three years.
- Be able to pass and obtain a CDL Physical and School Bus Driver Physical Fitness certificate; and a Bus Driver Physical Performance Standards and Measurement within 15 day of hiring.
- Must be a minimum of 21 years old.
- Be able to pass the Bus Driver Certification Training within 30 days.

Special Requirements

- Be able to obtain a Commercial Driver's License (CDL) with a Passenger (P) and School Bus (S) endorsement within 30 days of hiring (The SCCAP will provide the training)
- Must be able to obtain CPR and First Aid Certification within 60 days of hiring. (SCCAP will provide the training).

- Pass a Pre-DOT Employment Drug Screen and on going DOT random Drug and Alcohol testing.
- Ability to travel locally, regionally, and nationally to attend to daily work demands, meetings, workshops, and conferences.

Minimum Physical and Mental Abilities required to Perform Essential Job Functions

Physical Requirements

- Ability to exert physical effort in light to moderately heavy work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch and crawl; ability to climb and balance; tasks require visual perception and discrimination.

Mathematical Ability

- Ability to perform basic mathematical skills.

Language Ability and Interpersonal Communication

- Ability to comprehend and correctly use a variety of informational documents including vehicle repair requests, inspection forms, billing invoices, route lists, mileage forms, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including vehicle maintenance manuals, computer handbooks/manuals, policy manuals, maps, CDL manual, driver's handbook, first aid manuals, federal/state/local laws, etc.
- Is able to operate the short wave radio in accordance with the FCC regulations
- Ability to prepare vehicle maintenance files/reports, purchase requests, inspection forms, IRS Vehicle reports, time sheet forms, mileage forms, route lists, memos, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to communicate positively and effectively with staff, government officials, parents, children, supervisor, Board of Directors, and the general public verbally and in writing; while conforming to all rules of punctuation, grammar, diction and style.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language, and values of each individual, family, and community.
- Ability to use and interpret Head Start jargon, and early childhood terminology and language.
- Ability to maintain the integrity of confidential employment, client, and business information.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use independent judgment and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure, tactfully handle difficult situations, and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients and staff.

- Ability to maintain complete, organized, and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.
- Ability to counsel, supervise, and mediate and to persuade, convince, and influence others.
- Ability to advise and interpret the application of policies, procedures, and standards to specific situations. The ability to explain, demonstrate and clarify to others, the understanding of the well-established policies, procedures and standards.

Environmental Adaptability

- Ability to work with machinery and to protect self and others in operating.
- Ability to work in all types of weather conditions.

This job description describes the general nature and level of work performed by employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Executive Director, their Department Head, and/or their immediate Supervisor. All requirements are subject to change over time and to possible modifications in order to be reasonably accommodating to individuals with a disability.

The employee has read the above job description and understands the duties and requirements expected of them. The employee will ask for clarification of those areas that they did not clearly understand. The employee also understands that if he/she continues to have questions or new questions arise, they are immediately to discuss these questions with their supervisor.

Employee's Name: _____

Employee's Signature

Date

Human Resources Manager's Signature

Date