

POSITION DESCRIPTION

Choanoke Area Development Association, Inc

Position	<u>Bus Driver</u> (Part-Time Position)	Date:	August 2022
Overtime Status	Non Exempt	Grade:	1
Salary Range			
Site Location	Assigned Center	Program Period	School Yr. 42/44 wks.
Department	Head Start		
Reports to	Program Operations Manager		

Qualifications:

High School Diploma or GED preferred. Candidate must possess a Commercial Driver's License Class B w/ Passenger and School Bus Endorsements; North Carolina Department of Transportation physical examination, Tuberculosis test, Criminal Records Check, and Sex Offender Record Check, must take and pass a drug test. Ability to exercise good judgment in appraising situations and making decisions. Possession of a valid health certificate issued by the County Health Department or a physician, and CPR and First Aide certification; Ability to communicate well with children, parents, and other staff.

Basic Functions:

To ensure the safe arrival and departure of Head Start enrolled children to and from the Head Start centers, educational field trips, and to other designated sites as needed. Follow all state and federal guidelines and regulations for the safe transport of preschool age children.

Specific Functions:

1. Transports children to and from the center on scheduled bus routes in a safe manner;
2. Transports children to field trips, classrooms, and other designated sites as needed;
3. Performs safety checks on vehicles on a daily basis before and after each bus route;
4. Reports all accidents to the in accordance with agency/program transportation policies;
5. Observes all safety procedures and regulations as outlined in CADA's agency/program transportation policies;
6. Maintains daily transportation roster, mileage log, and daily inspection sheet;
7. Attend mandatory training sessions scheduled by the center supervisor, CADA Transportation management, or Head Start Director;
8. Attend mandatory agency trainings; such as Bus Driver/ Bus Monitoring trainings;

9. Perform Bus Evacuation procedures three times during the program year;
10. Ensure bus is cleaned and free of rubbish and hazards to children after each trip;
11. Conduct a pre-trip and post-trip inspection daily and report any non-compliant finding to the Center Supervisor, or Transportation management staff.
12. Monitor to ensure that all mandatory state inspections, and registration tags are current, and report those that are due to be renewed to center supervisor or Transportation management staff prior to expiration dates.
13. Ensure that child harnesses are securely fastened/properly installed, and that each child rides in a seat with a harness.

PHYSICAL REQUIREMENTS

Bus Driver

- A. Ability to lift/manipulate/move children from the age of 3 – 5 years of age weighing up to 50 pounds from one place to another.
- B. Vision sufficiently correctable to permit full performance of all job duties.
- C. Hearing sufficiently correctable to permit full performance of all job duties.
- D. Ability to run, jump, walk, etc. at a swift pace.
- F. Be able go up or down stairs or uneven surfaces.
- G. Wide range of mobility to be able to stoop or squat from a standing position, bend to retrieve a child or item. Carrying a child when necessary.
- H. Sitting from a standing or stooping position.
- I. Physically able to perform with degree of dexterity such clerical functions as filing, labeling, stamping, stapling, data entry and writing.
- J. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- K. Sufficient verbal skills, speech and tone of voice (ability to keep an appropriate low tone of voice) for effective interpersonal communication with children, their families, the community and other staff.