



# Bus Driver

Date: 05/04/2017

**Reports to:** Transportation Director

**Department:** Early Childhood Services Transportation

**Classification:** Part-time

**Status:** Non-Exempt

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## POSITION SUMMARY:

Transport children from home to destination by most direct route daily, as well as for fieldtrips and special events.

## ESSENTIAL FUNCTIONS:

- Transport individuals both within the city limits and from town to town, meet program requirements which may include non-traditional hours
- Obey all traffic regulations, DOT regulations and SEK-CAP vehicle usage policies always
- Obtain a schedule of bus monitor for routes in conjunction with Head Start designee
- Clean and adequately service vehicle daily by checking the vehicle each morning using the required inspection checklist to insure good working order and document results
- Check fire extinguishers monthly to insure they are at full capacity
- Keep all necessary equipment for emergencies on the bus at all times
- Report any malfunctions of the bus to Director of Transportation Services.
- Post a current map of route in the center and mail a copy to the Director of Transportation Services.
- Route map must be updated as changes occur
- Keep emergency bus packets current at all times
- Ensure that monitors are seated in the middle of the vehicle
- Ensure use of seatbelts by everyone before moving the bus
- Distribute communications to passengers and/or parents of passengers
- Unload **ALL** passengers on the right side of the road; **NO ONE** should be crossing the road
- Release passengers/child to authorized persons only
- Complete walk through of bus after each route to ensure all children have exited
- Complete mileage sheet daily
- Be a positive role model and interact with the children during all scheduled field trips and bus routes
- Interact with children in ways that facilitate the development of comprehension and expressive language
- Eat meals with children as assigned
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse disruptive behavior
- Comply with Head Start Performance Standards, Licensing Requirements, and Program Policies
- Respect and support cultural differences and diverse family structures
- Demonstrate good work habits such as arriving on time and adhering to appropriate break times
- Complete paperwork accurately and legibly per established schedule
- Attend mandatory In-Service trainings and staff meetings
- Responsibility to report any suspected abuse or neglect to appropriate authority
- Advocate for SEK-CAP, Inc. in the community
- Maintain and assure confidentiality and privacy of SEK-CAP, Inc. customers
- Uphold and promote the core values and mission statement of SEK-CAP, Inc.
- Support management decisions both in actions and words
- Other duties as assigned

**KNOWLEDGE AND EXPERIENCE:**

Essential:

- Ability to get along with diverse personalities, tactful, mature, and flexible
- Ability to meet and deal tactfully with the public and communicate effectively and clearly both orally and in writing
- Resourceful and well-organized self-starter, needing minimal supervision
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers
- Ability to learn and adapt

Desired:

- Previous commercial/passenger driving experience

**EDUCATION AND QUALIFICATIONS:**

- High School diploma or GED is required
- Must be a minimum of 21 years of age
- Obtain First Aid and CPR certification within 30 days
- Obtain Bus Monitoring training at first available opportunity
- Successfully complete a physical exam and TB skin test before beginning employment, these tests are your own cost
- Submit to and pass standard criminal history check
- Submit to and pass standard drug screen test
- Possess current, valid CDL driver’s license or obtain CDL classification within 30 days of employment, and meet agency insurance underwriting guidelines

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Use hands to finger, handle, or feel
- Reach with hands and arms
- Sit or occasionally stand; walk, stoop, kneel, or crouch
- Regularly lift and/or move up to 30 pounds
- Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Occasional exposure to wet and/or humid conditions
- Outside weather conditions
- Extreme cold and extreme heat
- Noise level is usually quiet to moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date