

---

**Reports to:** Site Manager/Site Director

**Department:** Early Childhood Services

**Classification:** Part-time

**Status:** Non-exempt

---

## **POSITION SUMMARY:**

Assists the bus driver in ensuring the safety of the children while they ride, board, or exit the vehicle while being transported daily to and from Head Start centers. Assist the driver during emergencies.

## **ESSENTIAL FUNCTIONS:**

- Comply with all state school bus laws, and all Head Start regulations, policies, and procedures as listed in the transportation handbook and Policies and Procedures handbook
- Ensure that no child is left alone on a bus or in any other potentially unsafe situation
- Immediately report incidents that could or did place a child at risk of injury
- Assure seat restraints are fastened for every child on the bus
- Adhere to all bus monitor training per Policies and Procedures
- Responsible to assist children to exit bus in the event of an emergency
- Distribute notes and communications to parents as directed by center team mates
- Maintain a positive atmosphere on the bus
- Unload **ALL** passengers on the right side of the road; **NO ONE** should be crossing the road
- Release children only to authorized people
- Instill trust and confidence, as well as, self-worth, and self-resolution in all the children
- Be a positive role model and interact with the children during all scheduled meal times, classroom times, field trips, and bus routes
- Communicate with children on their level
- Interact with children in ways that facilitate the development of comprehension and expressive language
- Utilize Positive Behavior Support (PBS) strategies to prevent and defuse challenging behaviors
- 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
- Attend mandatory in-service trainings and staff meetings
- Responsible 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 customers
- Uphold and promote the core values and mission statement of SEK-CAP
- 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 to communicate effectively and clearly both orally and in writing
- Resourceful and well organized
- Ability to establish and maintain positive, effective working relationships with co-workers, community partners, and customers

- Ability to learn and adapt

**EDUCATION AND QUALIFICATIONS:**

- High School diploma or GED is preferred
- Successfully complete a physical exam and TB skin test before beginning employment and every three years thereafter.
- Obtain current First Aid card and CPR certificate within 30 days of employment
- Obtain bus monitor training at first available opportunity
- Submit to and pass standard criminal history check
- Submit to and pass standard drug screen test

**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 and 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 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