



Head Start

Judith Barris
Executive Director

David Speelman
Board Chairperson

Andrea Rosipko
Director

POSITION DESCRIPTION

POSITION: **Bus Driver**
EMPLOYMENT STATUS: **Full Time (40 hours)/Part Year (42 weeks)**
RESPONSIBLE TO: **Site Supervisor**
Operations Coordinator
SUPERVISES: **None**
WORKSITE: **Head Start Classroom Sites as assigned**

BASIC FUNCTION: Provide safe transport for children to the classroom site, and special activities such as field trips. Perform light custodial duties at site.

MAJOR RESPONSIBILITIES AND KEY TASKS:

- Conduct a daily vehicle safety check.
- Interpret and enforce the written bus rules for children and parents as well as follow all program rules and laws for conduct while operating the bus.
- Coordinate bus routes for special activities.
- Insure that parents/guardian receive all notices promptly.
- Assume responsibility for the daily health check of each child as s/he enters the bus to determine if child can enter activities.
- Be responsible for obtaining and filing parental permission for alternative pick-up or drop-off procedure for child.
- Report the need for bus maintenance/repair to Transportation Manager or designee.
- Maintain up-to-date, accurate records of daily bus routes, safety checks, emergency files and of delivered notices.
- Perform bus evacuations as Federal Performance Standards, the Head Start Act or State or Local Licensing requires.
- Conduct a thorough post trip inspection for children or other items left on board at the conclusion of every route.
- Maintain the chain of custody of children assigned to the bus; ensure that children are released only to authorized individuals. Utilize and maintain sign-off checklist as children are transferred from parent to bus, bus to teacher, teacher to bus, and bus to parent.
- Maintain an accurate seating chart.
- Perform various custodial duties as assigned.
- Assist in the classroom in order to provide coverage for breaks for teachers.

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This Agency is an equal provider of services and an equal employment opportunity employer. Civil Rights Act 1964 (CRA)

EDUCATION AND EXPERIENCE REQUIREMENTS:

Must have:

- High school diploma or equivalent
- CDL; Ohio School Bus Driver’s License and driving abstract

Preference is given to:

- Child Development Associate (CDA) credentials or training in early childhood education.
- Experience working with children and parents.

EXPECTATIONS:

- Must maintain confidentiality within and out of the program.
- Follow both verbal and written directions.
- Work as a team member.
- Maintain a positive attitude.
- Demonstrate flexibility working with the diverse needs and abilities of families, children, and co-workers.
- Be prompt and maintain good attendance.
- Remain current with all certifications, credentials, and non-degree license.
- Participate in post-secondary education or studies leading to a non-degree license, certificate or credential as required by position or requested by Program Management Staff.

ESSENTIAL JOB FUNCTIONS:

- Must be able to physically interact with children, including talk, hear, sit, stand, walk; use hands to finger, handle or feel objects, tools, or controls, reach with hands and arms; and stoop, kneel, crouch, or crawl and lift and or move items up to 80 pounds.
- Tasks may involve unplanned or procedure specific exposure to body fluids and possible exposure to communicable diseases. Maintain universal precautions at all times. Risk involved with periodic travel on main highways and rural roads.

ADDITIONAL REQUIREMENTS:

- A medical examination (T-8 Physical) on file annually within 30 days of each operating year certifying that the driver is in good physical/mental health.
- Possess a valid Ohio driver’s license; and insurability monitored by the ACCAA insurance carrier.
- In-service/training for transportation yearly.
- Completion of background checks including BCI, FBI, sex offender registry and child abuse and neglect registry.
- Pass initial and regular drug screenings.
- Perform other duties as assigned, and assists other as directed.

Signature

Date