

## POSITION DESCRIPTION

**Title:** Bus Driver  
**Service Area:** Transportation  
**Reports To:** Transportation Service Coordinator/Site Coordinator

Guaranteed 40 hours per week, Medical, Dental and Vision benefits, paid time off, eleven paid Holidays and a 403b retirement plan

**Position Summary:** Ensure a safe and comfortable environment for Head Start children, parents, and volunteers while making scheduled transportation to and from centers and other transportation assignments. Provide service area assistance in the classroom, kitchen, and building/ ground maintenance. Work independently, communicate well and relate to children, parents and staff in a positive way. Maintain cooperative relationships with those contacted in the course of work.

### Essential Functions:

1. Ensure that Pennsylvania CDL driver's license is current and on hand during duty hours.
2. Operate program vehicles in a safe and economical manner at all times. Ensure safety and emergency equipment are on the vehicle and properly working at all times i.e. mobile phones, fire extinguisher, first aid kit, etc. This includes refueling any or all buses.
3. Perform daily pre-trip and post trip inspection of vehicle as in the CDL Manual as required by law.
4. Work independently, communicate well, relate to children in a positive way, maintain cooperative relationships with those you encounter.
5. Exhibit at all times appropriate role modeling through language, dress, hygiene, and expressing appropriate attitude. This includes appropriate clothing to perform your job duties as outlined by the agency. Must wear appropriate closed- in shoes at all times.
6. Maintain vehicle cleanliness daily before and after bus run.
7. Act as a liaison between program staff and parents to ensure the safe transport of children.
8. Ensure all passengers are secured by seat belts and/or seated at all times when vehicle is in operation
9. Provide direct assistance/comfort to children who have not been picked up off the bus.
10. Transport only individuals as authorized by immediate supervisor.
11. Ensure riders do not eat, drink or smoke while on the bus
12. Enforce bus rules, policies, and procedures.
13. Ensure that the proper recording/reporting of inappropriate behavior and/or

- injury/accident is reported to the immediate supervisor, including but not limited to, bus accidents by the end of the day.
14. Report suspected child abuse/neglect based on the agency's policy.
  15. Follow assigned transportation schedule as designated by Transportation Coordinator.
  16. Maintain daily attendance and submit weekly.
  17. Maintain and submit a daily log sheet on vehicle usage to immediate supervisor on a weekly basis.
  18. Ensure there are current code word sheets/Emergency sheets on board for all children transported in the vehicle at all times.
  19. At the conclusion of every route, conduct a mandatory bus check to ensure no children are left on buses..
  20. Assure vehicle is parked in designated area during non-duty hours
  21. Conduct vehicle emergency evacuation drills three (3) times per year.
  22. Support and maintain the integrity of the Agency's confidentiality policy.
  23. Exhibit at all times appropriate role modeling through language, dress, hygiene, and expressing appropriate attitude. This includes appropriate clothing to perform your job duties as outlined by the agency.
  24. Move/deliver, classroom/office/Kitchen equipment/maintenance supplies to centers as designated by immediate supervisor.
  25. Provide service area assistance in the classroom, kitchen and building/grounds etc.. Carry out job functions at various sites based on programmatic needs.
  26. Participate in recruitment efforts as assigned.
  27. Promote active parent involvement.
  28. Responsible for gathering, documenting, and submitting In-Kind in a timely manner as required.
  29. Participate in annual self assessment training and review.
  30. Transportation staff are required to request and verify Photo ID and code word from anyone picking up the child from the bus every day.

**Other Responsibilities:**

1. Attend meetings, seminars and training and participate in recruitment efforts, as designated by the Executive Director, Head Start Director or immediate supervisor.
2. Promote active parent involvement.
3. Participate in annual self assessment training and review as needed.
4. This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities can change at any time with or without notice.

**Education, Experience and Skill Required:**

1. High school diploma or GED.

2. Current valid PA CDL license and valid school bus license.
3. Two (2) years general driving experience, with preschool children preferred.
4. Three (3) years driving record without accidents or moving violations.
5. Able to work well with children and parents.

**Other Requirements:**

1. Physical examination and Tuberculin test.
2. PA Child Abuse, Criminal and FBI Fingerprint clearances as required by law.
3. I-9 proof of employment eligibility.
4. CPR and First Aid Certificate
5. Current driver's license/CDL and School bus license.
6. Must be able to pass a Drug and Alcohol screening
7. Must be able to lift a minimum of 50lbs, as well as bend, stoop, walk, reach overhead, stand, push/pull, squat, twist and turn.
8. Must be able to walk on uneven terrain, school grounds, and school busses.

**Accountability:**

Bus Drivers will report to Transportation Coordinator or Site Coordinator.

I have been given a copy of the job description and acknowledge that it is my responsibility to read it and I agree to perform the responsibilities, duties and comply with the requirements listed. If I have any questions regarding the responsibilities or expectations of the job, I will discuss them with my supervisor/interviewer.

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**Signature**

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**Date**