

## **Bus Driver**

### **Job Summary:**

This position is responsible for ensuring the safe and efficient transport of children and parents/families between program activities, home and on field trips and helping to keep the vehicle clean and in safe operating conditions at all times.

### **Essential Functions:**

1. Follows the safest and most efficient routes possible given the location of the children and center, as determined with the staff person in charge of transportation services and with the person in charge at each center.
2. Maintains scheduling and updating routes.
3. Drives for regular class days, organized field trips and occasional evening meetings.
4. Establishes a relationship of trust and rapport with the parents and the children.
5. Delivers program materials to parents on route via the children.
6. Shares information daily with classroom staff and Family Advocates, such as conversations with parents and observations of children.
7. Communicates with staff when a parent is not home or when there are problems with transportation.
8. Familiar with the routes, location of stops and which children should board or exit at each stop.
9. Ensures that children are released only to authorized individuals.
10. Basic first aid administration in case of injury.
11. Keeps the interior of the vehicle clean at all times.
12. Performs Pre and Post daily checklist.
13. Performs emergency bus drills.
14. Responsible for submitting gas and oil receipts to immediate supervisor.
15. Participates in any additional training to meet State and Local transportation requirements.

### **Qualifications:**

- Strong verbal and written communication skills.
- Must maintain a neat and professional appearance at all times.
- Must maintain strict confidentiality and discretion.
- Must be able to relate to individuals of all ethnic and social-economic backgrounds.
- Ability to work independently and within a group when necessary.
- Must maintain professional interaction with customers, vendors and all levels of the organization.
- Continuously seeking methods of improvement for efficient operations.
- Must participate in training opportunities as necessary or assigned.
- Attends all workshops and meetings (i.e. staff, parent) as assigned.
- Responsible for personally maintaining current certifications and/or licensures.
- Must be able to lift fifty (50) pounds.
- Must be able to pass BCI/FBI background check in accordance with ODJFS Licensing regulations and Head Start Program Performance Standards.
- Must be able to pass a medical exam in accordance with ODJFS licensing Regulations.
- Must be able to provide documentation of being free from communicable tuberculosis in accordance with Head Start Standards.

- Must be able to pass T8 physical requirements as prescribed by the Ohio Department of Transportation (ODOT)

**Expectations**

- Maintain professionalism at all times through actions and behaviors.
- Display a friendly and positive attitude towards job duties, parents, children, staff members, and others (i.e. visitors, volunteers, community partners) and willingly perform job duties.
- Must display a positive mood and reflect enjoyment in the performance of job responsibilities and interactions with children, families, staff, volunteers, et al.
- Understand and appropriately respond to the needs of other staff, parents, children, visitors.
- Communicate effectively by using productive comments, pleasant expressions, and welcoming gestures.
- Must be a team player.

**EDUCATION/EXPERIENCE:**

The minimum requirement is high school diploma or GED and a current in-state Commercial Drivers' License (CDL) with a School Bus Passenger endorsement and/or other criteria specifically required by the state. Experience transporting preschool aged children preferred.

Equal Opportunity Employer

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