



BLAIR COUNTY HEAD START

POSITION DESCRIPTION

NAME:
JOB TITLE: Bus Driver

FLSA STATUS: Non-Exempt
DEPARTMENT: Transportation **PAGE:** 1

OVERALL PURPOSE:

This position is responsible to safely transport children to and from school and school functions in CABC vehicles.

CORE ORGANIZATIONAL SUCCESS FACTORS:

1. COMMUNICATION

PERFORMANCE MEASURES:

- Openly communicates necessary information with accuracy in a timely manner. Check e-mail **and voicemail** daily and use basic word processing **and company management systems. (i.e. Child Plus)** ~~to create written communication.~~
- Refrains from divulging confidential information **regarding students, families or employees.**
- Prepares legible documentation.
- Effectively listens and completely reviews documentation before commenting.
- Communicates all information, opinions, and ideas in a positive manner **including on social media.**

2. CUSTOMER SERVICE

PERFORMANCE MEASURES:

- Is aware of the potential impact of own attitude and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate.
- Demonstrates knowledge of how different parts of the organization fit together when providing service to clients.
- Recognizes the successes of staff and clients.
- **Responds to internal and external customer service inquiries in a timely manner.**

3. PROFESSIONALISM

PERFORMANCE MEASURES:

- Demonstrates respect, honesty, integrity, and fairness to all.
- Gains knowledge to ensure competency which leads to professionalism.
- Demonstrates a willingness to use knowledge gained and to distribute it to others.
- Follows work procedures, policies, and ~~the Head Start service plan~~ **Head Start Program Performance Standards.**
- **Represents agency in a professional manner when attending any agency program or event.**

4. RESPONSIBILITY/ACCOUNTABILITY

PERFORMANCE MEASURES:

- Makes rational decisions and is answerable for those decisions.
- Attends work, meetings, and appointments regularly and on-time.
- Completes follow-up/follow-through with assignments and decisions.
- Maintains responsibility and accountability for program resources such as time, money, equipment, etc.
- **Follows all policies and procedures in Employee Handbook.**
- **Follows Recognizing Child Abuse and Mandated Reporter procedures.**

5. TEAMWORK

PERFORMANCE MEASURES:

- Strives to be "solution-focused" rather than "problem-focused" and presents recommendations that best meet the needs of clients, the organization, and community.
- Maintains constructive team relationships, coordinates effective goals, and identifies/plans ways to effectively work together with other team members.
- Demonstrates flexibility and adaptability to change.



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ESSENTIAL FUNCTIONS: (other duties may be assigned)

1. Transport children to/from school and school functions.

PERFORMANCE MEASURES:

- Greet each child by name, acknowledge parents at pick-up, and say good-bye to each child at drop off.
- Ensure a bus monitor is present on all trips.
- Operate vehicles in a safe manner and receive satisfactory ratings on ride-along evaluations.
- Provide Bus Aides with feedback to ensure they meet daily job requirements.
- Adhere to bus run schedule within +/- 10 minutes.
- Ensure each child is delivered into the care of a responsible adult as indicated on the child's Emergency List and that no child is left unattended or behind by following all procedures to prevent such an occurrence.
- ~~Pick up and drop off mail for outlying centers on a daily basis.~~
- Report new families along bus route to ERSEA Specialist.
- **Operate all agency vehicles in accordance with all traffic rules and regulations.**
- **Ensure preliminary pick up/drop off times and locations are communicated to parents at least two days prior to the first day of school.**

2. Communicate changes to ~~teaching~~ **Transportation** staff.

PERFORMANCE MEASURES:

- ~~Complete Bus/Classroom Communication forms timely.~~
- Forward changes to ~~teachers~~ **the Transportation Specialist and/or Facilities & Transportation Manager** in a timely and accurate **manner**.

3. Maintain assigned bus in safe working condition.

PERFORMANCE MEASURES:

- Complete pre and post-trip inspections and log daily.
- Operate bus with no less than one-quarter ($\frac{1}{4}$) tank of gas.
- Ensure bus is cleaned ~~daily~~ **as needed**.
- Ensure Transportation Specialist is notified of the need for repairs and bus inspections.
- **Ensure Transportation Specialist is notified of the need for first aid kit or medical supplies.**
- **Ensure Transportation Specialist is notified any fire extinguisher service expiration dates.**

4. Maintain various records.

PERFORMANCE MEASURES:

- Complete log sheets on a daily basis.
- Return fuel slips at least weekly.
- Update run sheets on a weekly basis.
- Indicate time at each bus stop on bus run sheet.

5. Attend meetings and trainings.

PERFORMANCE MEASURES:

- Attend all meetings as scheduled.
- Attend all assigned trainings.

OTHER DUTIES OF JOB:

1. Participate in bus evacuation drills. ~~at least twice per year.~~
2. Perform other ~~related~~ duties as required.
3. Provide input into Bus Aide job performance appraisals.

SUPERVISION RECEIVED:

Supervision is **typically** received from the Facilities & Transportation Manager.

MENTAL DEMANDS TYPICAL OF THIS POSITION:

- Ability to adapt to a constantly changing work environment
- Ability to manage multiple projects/tasks



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- Ability to work under high pressure for results
- Establish own goals
- Maintain a high level of record keeping/routine paperwork
- Meet frequent deadlines
- Predictable work schedule
- Provide close attention to detail
- Utilize creativity
- Work closely with others

PHYSICAL DEMANDS TYPICAL OF THIS POSITION:

Frequently Incurred (Between 25% - 75% of time on job)

Repetitive finger movement, Ability to use both hands, Ability to use both legs, Ability to communicate orally, Ability to hear conversation, Ability to pull hand over hand, Ability to climb stairs, Repetitive twisting or pressure involving wrists or hands, Specific visual requirements, Use of depth perception, Use of color vision, Ability to operate truck/motor vehicle, Ability for rapid mental/muscular coordination simultaneously.

Occasionally Incurred (Less than 25% of time on job)

Ability to stand, Ability to walk, Ability to sit, Ability to lift: Hvy/Mod (Max 40 lbs.), Ability to carry (est. weight: 40 lbs.), Ability to push and pull (est. weight: 40 lbs.), Ability to kneel, Reaching at high or low level, Ability to use legs/arms to climb, Ability to balance, Ability to stoop, Ability to repeatedly bend.

WORKING CONDITIONS TYPICAL OF THIS POSITION:

Frequently Incurred (Between 25% - 75% of time on job)

Work outside, Work outside and inside, Work in cold below 55 degrees, Work with moving vehicles, Exposure to diesel fuel.

Occasionally Incurred (Less than 25% of time on job)

Work in excessive or frequent temperature changes, Work in dry atmospheric conditions, Exposure to vibration, Exposure to irritant or toxic fumes, Exposure to cleaning chemicals, Exposure to motor vehicle grease/oils, Work alone, Contact with children, Exposure to blood and bodily fluids.

PERSONAL PROTECTIVE EQUIPMENT TYPICAL OF THIS POSITION:

Occasionally Incurred (Less than 25% of time on job)

Use of latex or vinyl gloves.

QUALIFICATIONS:

EDUCATION

- No High School Diploma or General Education Degree (GED) is required

EXPERIENCE/TRAINING

- No experience or training required.

LICENSE/CERTIFICATION

- Valid **Class B** Commercial Driver's License **with Passenger/School Bus Endorsement**
- ~~Act 33/34/73 Clearances~~ **Act 34, 83, 151 Clearances**
- ~~Cardio-Pulmonary Resuscitation (CPR) Certification~~ **Valid First Aid/CPR Certification**
- ~~First Aid Certification~~
- Annual MVR that complies with the guidelines set forth by the current Vehicle Insurance Carrier
- **Valid CDL DOT Medical Card**
- **Valid auto insurance**



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KNOWLEDGE, SKILLS, AND ABILITIES TYPICAL OF THIS POSITION:

PROBLEM SOLVING SKILLS

- Recognizes problems and provides feedback or documentation to assist with resolving the problem.

COMMUNICATION SKILLS

- Ensures timely exchange of verbal information between employees, departments or families.
- Provides well-organized and clearly written information.

MATH SKILLS

- Performs accurate basic mathematical functions such as addition, subtraction, multiplication, and division.

COMPUTER KNOWLEDGE

- ~~Computer skills are not typically required for this position.~~
- Basic computer knowledge including internet and email.

OTHER CHARACTERISTICS

- Documentation and observation skills.
- Strong organizational skills.
- ~~Ability to follow established confidentiality policy.~~
- Ability to follow established safety standards.
- Strong leadership and supervisory skills.
- Working knowledge of applicable regulations.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor/HR Representative

Date