

ECONOMIC SECURITY CORPORATION

Job Description

Job Title: Bus Driver
Division: Head Start
Reports To: Area Supervisor
FLSA Status: Non-exempt
Revision Date: December 22, 2016
Job Classification: Grade 3

SUMMARY

The Bus Driver transports Head Start children and parents to and from the Head Start Center on a daily basis. May also provide transportation to medical and dental appointments and to other locations involved in the Head Start program. Ensures compliance with Missouri Child Care licensing requirements and state law regarding the mandatory reporting of child abuse and neglect.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Drives bus to and from the classroom, medical appointments and field trips.
2. Complies with all local traffic regulations and Head Start transportation policies and procedures.
3. Confirms that each child is seated safely and is wearing appropriate child restraints while bus is in motion.
4. Performs pre-trip/post-trip inspections each day before/after operating bus.
5. Works with bus monitor and teacher to develop bus appropriate activities such as songs/games.
6. Communicates with other staff and parents to share pertinent information.
7. Reports any needed repairs to Area Supervisor and records information on monthly bus report.
8. Cleans bus interior daily and washes bus when needed.
9. Ensures that the bus monitor follows all safety rules.
10. Replaces fluids, fuels bus, ensures proper tire inflations and has bus serviced as required.
11. Completes monthly bus reports and maintains bus readiness notebook with alternate bus routes.
12. Plans, implements and documents fire, tornado, and bus evacuation drills.
13. Uses Conscious Discipline to maintain a safe environment.
14. Substitutes in the classroom and other areas when needed.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities, but is responsible for the direction of the Bus Monitor assigned to the driver's bus.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Less than high school education; or up to one month related experience or training.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customer/clients or employees of organization.

MATHEMATICAL SKILLS

Ability to add and subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS

Basic personal computer skills

PLANNING/ORGANIZATION

Ability to handle multiple tasks simultaneously.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have or obtain a valid Class "C" Commercial Driver's License within first 60 days of employment. Must have a good driving record, and meet Missouri automobile liability minimum requirements. Must have or obtain current first aid/CPR certificate. Must complete 12 hours of approved training per year.

PHYSICAL DEMANDS Before beginning work as a driver, a medical examination, performed by a licensed doctor or medicine or osteopathy, establishing that the driver possesses the physical ability to perform any job-related functions with any necessary accommodations.

The physical demands 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds and lift

or carry items. The employee does light physical activity performing somewhat strenuous daily activities of a productive/technical nature. The employee must have manual dexterity sufficient to reach/handle items, works with fingers, and perceives attributes of objects and materials. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions but in an enclosed vehicle protected from weather conditions. The employee regularly works near moving mechanical parts, and outdoor weather conditions. The employee occasionally works near fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name