JOB DESCRIPTION

STATUS: OPEN

POSITION: BUS DRIVER

JOB SUMMARY: Provides transportation for Head Start Children to and from the Head Start Center and for special field trips and other special trips. This is a part-time position which requires six (6) hours per day, five (5) days per week, nine (9) months a year.

DUTIES AND RESPONSIBILITIES:

- Responsible for the safety and upkeep of the vehicle he/she operates.
- Responsible for picking up and delivering children to the Head Start center and home on timely schedule.
- Responsible for checking and maintenance of tires, oil changes, inspection stickers for expiration date, turn signals, taillights and all other parts of vehicles to ensure complete safety for the operation of the bus and for the children.
- Responsible for notifying the Director of Transportation or the Head Start Director and Center Manager immediately should problems arise either before or after picking up and delivering children to the center or to their homes.
- Responsible for keeping vehicle clean.
- Responsible for First Aid Kit on bus.
- Supervise and train aides in assisting children on and off the bus.
- Performs other duties as may be assigned by the Transportation Director.

QUALIFICATIONS:

1. Must have a High School Diploma or GED.
2. Current Commercial Driver’s License (CDL).
3. Must be Cardio-Pulmonary Resuscitation (CPR) qualified.
4. Have knowledge of first aid procedures.
5. Must be responsible and dependable and possess patience, emotional stability and love for children.
6. Must be able to follow oral and written instructions.
7. Must be able to communicate positively with parents, staff, and children.

SALARY: $9.67 an hour