



## Position Description

<b>Title:</b>	BUS DRIVER
<b>Reports To:</b>	EARLY EDUCATION SUPERVISOR
<b>Division:</b>	CHILDREN'S SERVICES
<b>Program:</b>	HEAD START
<b>Status:</b>	NON-EXEMPT, HOURLY
<b>Hours Per Week:</b>	32 to 40

### SUMMARY OF POSITION

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Will be responsible for providing safe bus transportation for Head Start children, assuring that each child is picked up and delivered on schedule. Cooperate with teachers to promote the health and education of each child, and to work with center staff to assure a smooth flow of communication between families and Head Start sites. In addition to providing transportation, the bus driver will also assist with kitchen responsibilities and/or general cleaning of the center. Must meet requirements per Federal Head Start Performance Standards and any state or agency policies and procedures.

### ESSENTIAL JOB RESPONSIBILITIES

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#### Driving and Safety

- Transport children to and from Head Start centers efficiently and safely.
- Abide by all traffic laws and consider all weather and road conditions.
- Ensure that all passengers wear seat belts or are placed in appropriate car seats or harnesses.
- Provide a positive, supportive environment for the children while they are riding the bus.
- Ensure that any behavioral issues do not compromise the safety of any child on the bus.
- Perform daily check-on and check-off sheets, accounting by name all children getting on and off the bus.
- Ensure that a responsible adult who is listed on the child's authorized list physically places the child on the bus and removes the child from the bus. Request to see I.D. if necessary to confirm that the individual removing the child from the bus is a person on the child's authorized list.
- Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind.
- Coordinate the paperwork flow between homes and Head Start sites.
- Continuous collaboration with center staff, families and transportation specialist to insure efficient bus routes and mail/message deliveries.
- Maintain accurate, up to date child transportation records in Child Plus.
- Conduct monthly safety drills.

- Handle any emergencies calmly and effectively.
- Notify the Transportation Specialist immediately if there is an accident.

### **Maintenance**

- Perform a pre and post trip inspection for each route daily.
- Complete the Vehicle Safety Inspection form and the Vehicle Mileage Log daily.
- Keep interior of bus clean daily and bus exterior weekly.
- Responsible for notifying the Transportation Specialist when the vehicle is in need of repair or special service.

### **Establish positive and productive relationships with families**

- Model positive self-esteem building behaviors when working with children.
- Encourage parent engagement in program activities.
- Model manners, health, hygiene, speech and safety.
- Assist with the recruitment of volunteers.

### **Insure a well-run, purposeful program**

- Take part in family case conferences and challenging behavior conferences as required.
- Report any suspected cases of child abuse or neglect, as required by law, in accordance with agency policies and procedures. Submit documentation to the early education supervisor.
- Participate in staff meetings, family meetings, training and any other assigned meetings.
- Maintain confidentiality at all times. Be mindful of radio communications which can be heard by persons outside the program.
- Contribute to the agency's full compliance with the Head Start Performance Standards and all written component plans. Help implement all objectives and policies.
- Assist with the recruitment of eligible children for the Head Start and Early Head Start programs.
- Assist with gathering and accurately documenting in-kind.
- Perform additional duties as deemed necessary by the Director of Children's Services or designee.

### **Maintain a commitment to professionalism**

- Participate in pre-service and in-service trainings, workshops, seminars and conferences to up-date professional growth and development.
- Participate in reflective self-evaluation bi-monthly.
- Create and adhere to career and position goals

## **MINIMUM REQUIREMENTS**

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- Must have high school diploma or GED.

- Must have a valid Commercial Driver's License with passenger endorsement issued by the State of Indiana.
- Must have a valid certification issued by the Indiana State School Bus Committee in the driver safety education course as required under IC 20-27. This certification must be completed annually.
- Must have proof of vehicle insurance.
- Must have an exemplary driving record.
- Must submit to a criminal history background check.
- Must have current CDL physical upon hire and update every two years.
- Must submit to a drug and alcohol test prior to hire and randomly throughout employment.

## **KNOWLEDGE, SKILLS AND ABILITIES**

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- Basic knowledge of the operation of motor vehicles and the problems that may occur in the operation of the vehicle.
- Problem solving abilities.
- Intermediate level decision needed to adhere to safety and scheduling considerations.
- Strong written and verbal communication skills.
- Intermediate computer skills, internet and e-mail.
- Good organizational skills.
- Must be flexible and non-resistant to change.
- Ability to work as a team member collaborating with staff and parents.
- Ability to set and maintain professional boundaries with families.
- Ability to respond appropriately to an emergency or a crisis situation.
- Must be able to understand, interpret and implement policies and procedures.
- Frequent bending at waist and knees and occasional squatting.
- Occasional lifting up to 50 lbs.
- Ability to carry or drag a child in an emergency situation out of the bus to a safe area.
- Must be available for overnight travel, evening and weekend work as required.
- Must be supportive of the missions of Hoosier Uplands Economic Development Corporation and the Children's Services Division.

## **CONCLUSION**

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This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work performed by staff within this position. This job description is not intended to be an

exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

**Interested applicants should forward a resume and cover letter to:**

**Hoosier Uplands EDC  
Attn: Sarah Deringer, Early Education Supervisor  
414 W. Longest Street  
Paoli, IN 47454**

**-or-**

**[sderinger@hoosieruplands.org](mailto:sderinger@hoosieruplands.org)**