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| POSITION DESCRIPTION | |
| **Title:**  Bus Driver | **Date Prepared/Reviewed:**  11/3/2000, 11/8/02, 03/03/09, 1/20/10, 03/08/12, 4/8/13, 7/8/24 |
| **Reports to:**  Administrator of Transportation and Operations | **Supervises:**  None |
| **Purpose of Position:**  To provide safe, dependable, family friendly transportation services. | |
| Below is an outline of the essential duties associated with this position. Other duties may be assigned as needed.  **ESSENTIAL DUTIES:**   1. Provides transportation for children and families and is responsible for the safety of all passengers. 2. Ensures driver and passengers are using appropriate safety restraints. 3. Maintains appropriate behavior of all passengers. 4. Transports children to and from the West Fargo ECSE program. 5. Transports children and families for special activities, i.e. medical and dental appointments, parent meetings, Policy Council, field trips, etc. at the discretion of the Administrator of Operations and Transportation and in cooperation with other Head Start staff. 6. Informs parents of approximate time of arrival and return. Maintains a current route schedule, which may be used if needed by a substitute driver. 7. Maintains contact with students until they are released to staff on arrival to our Head Start program and dropped off at the West Fargo ECSE program. 8. Communicates any injuries or illness observed on the bus to classroom staff or parent/guardian/child care provider. 9. Maintains Head Start bus. Responsible for daily pre-trip inspection. Reports concerns about safety or maintenance to the Administrator of Operations and Transportation/Site Coordinator immediately. Responsible for keeping repair/maintenance file up-to-date. 10. Responsible for bus attendance, keeping bus routes up to date, seating charts, evacuation drill and mileage log. 11. Reports any damage or accidents to Administrator of Operations and Transportation/Site Coordinator immediately. 12. Responsible for miscellaneous duties when not providing transportation services, which may include answering the telephone and relaying messages and assisting classroom and support staff. 13. Become familiar with and implement school readiness goals. 14. Participates in relevant training, including staff meetings. 15. Report any observations that may be of concern, particularly as defined by the SENDCAA Child Abuse and Neglect plan. 16. Maintain working knowledge of Head Start performance standards 17. Respect each family’s cultural, ethnic and linguistic diversity   **OTHER DUTIES:**   1. Performs other duties as assigned or requested. 2. Occasional travel to other sites. | |
| **Education/Training Required:**   * High School Diploma * CPR and First Aid certified and annual renewal of CPR and First Aid license within the first 12 months of employment * Minimum class C License with P & S endorsement. | **Minimum Experience and Skills Required:**  To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.   1. Knowledge and ability in driving a school bus 2. Safe driving record 3. Knowledge of appropriate interaction with young children 4. Ability to communicate in a professional and appropriate manner with children, parents, and staff 5. Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff 6. Ability to perform work independently under general direction of supervisor 7. Supports team efforts, cooperates with others and actively learns from other team members. 8. Ability to follow protocols, (e.g., chain of command, confidentiality) when communicating with others in the program, families, governing body, policy group, committees, and those in other community programs. 9. Ability to carry out the duties of this position while helping to fulfill SENDCAA’s mission while adhering to policies, procedures and regulations. |
| **Education/Training Preferred:** | **Experience and Skills Preferred:**   * Experience transporting pre-school children. |
| The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.  **Working Conditions and Environment:** While performing the duties of this position, the individual generally has good working conditions. The employee is often exposed to moderate noise from children.    **Physical Requirements/Activities:** While performing the duties of this position, the individual is regularly required to stand, walk, sit, balance, kneel, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, and communicate (talk and hear). Intermittently, the employee is required to climb, jump and crawl.  Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including a child. Infrequently, the employee is required to run, exert up to 60 pounds of force to lift, carry, push, pull or otherwise move objects, including a child. Specific vision ability required is close vision of 20 inches or less and distance vision of 20 feet or less.  **Employee Benefits and Wage:** Information provided in addition to position description. | |
| **The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.**  **I have read and understand the above Position Description.** | |
| Employee Signature Date | |