



BUS DRIVER

Reports to:	Center Manager	Division:	Program Operations
Department:	Child & Family Services Programs	Program:	Head Start
Classification:	Nonexempt	Grade:	5

The Mission of Tri-Valley Opportunity Council, Inc. is to “Improve the quality of life for people and communities by providing opportunities to meet their needs and realize their potential”.

SUMMARY OF PRIMARY FUNCTION

The Head Start Bus Driver is responsible for ensuring the safe transportation of children to and from the Head Start center with the assistance of a bus chaperone. The Head Start Bus Driver is responsible for ensuring buses are checked at the end of each run to assure no children are left on the bus.

ESSENTIAL FUNCTIONS

Safe Transportation

1. Ensures that all children/adults are in approved safety equipment.
2. Stays informed concerning present and impending weather conditions.
3. Plans and carries out emergency procedures.
4. Releases young children into the care of their parent or guardian designated by the parent according to program policy.
5. Practices evacuation drills as directed.
6. Ensures children are safely picked up, transported and dropped off according to program policy.

Bus Maintenance

1. Maintains appropriate care of the bus (oil change, lube, tune ups, etc.).
2. Maintains bus in clean and good working condition.
3. Completes transportation log and daily inspection report, including equipment checks daily.
4. Informs Center Manager of any major service work needed.
5. Maintains a running inventory of all material and/or equipment, located on the bus and available for review.

Communication and Training

1. Assists in preparing route, schedule, and updates as needed.
2. Participates in parent registration, meetings, etc. as requested or required.
3. Provides ongoing contact with families and assists in the exchange of information between parents and center staff.
4. Completes and returns required paperwork to the office in a timely manner.
5. Provides orientation to children and adults riding bus on proper transportation practices, policies, and procedures.
6. Receives classroom and behind the wheel instruction as required by Head Start Performance Standards .310.17.

Miscellaneous

1. Performs other duties and takes on additional responsibilities as directed by supervisor.

ESSENTIAL COMPETENCIES, SKILLS AND ABILITIES

1. Regularly attends work on time as scheduled. Contacts supervisor/designee when delayed, sick or otherwise unable to be at work as scheduled, as defined by direct supervisor.
2. Is knowledgeable of and complies with Tri-Valley and program policies and procedures and applicable laws and regulations.
3. Displays a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts, parents and clients served, maintaining a professional appearance and positive company image.
4. Conducts self in respectful, cooperative manner when interacting with clients, co-workers and others, and constructively represents Tri-Valley and its programs.
5. Maintains a professional appearance and provides a positive company image within Tri-Valley, customer base and the public.
6. Promotes positive employee interaction, maintains open communication with other programs/departments at Tri-Valley to maintain a high level of knowledge regarding Tri-Valley’s programs, goals and philosophy.
7. Respects the privacy of others by appropriately utilizing and protecting confidential or otherwise privileged information.
8. Ability to work independently, with minimal supervision, as well as work within a team environment. Demonstrates teamwork by cooperating with and assisting co-workers as needed.

9. Ability to follow through to completion with strong attention to detail.
10. Seeks clarification, asks questions when uncertain of position or task expectations.
11. Participates in learning experiences for personal growth and professional development to enhance professional skills and job satisfaction.
12. Participates in program meetings as directed and maintains informed as needed to work effectively.
13. Analyzes and/or reports problems in area of responsibility as they occur and determines/implements solutions as appropriate.
14. Ability to organize and prioritize work, identifying what needs to be completed and ensures the completion in a timely manner.
15. Must be able to handle diverse work problems on a daily basis. Requires ability to set priorities and work schedule, yet adjust to changes necessitated by last minute assignments and deadline requests that may prove stressful.
16. Must relate and interact with people at all levels of the agency and in a culturally diverse environment.

MINIMUM REQUIREMENTS

1. Must have valid Commercial Driver’s License with School Bus Endorsement.
2. Pre-employment drug screening must have negative results.
3. Must be at least 21 years of age.
4. Excellent communication skills, verbal and written.
5. Must enjoy and respect young children and their families.

PREFERRED REQUIREMENTS

1. Ability to communicate fluently in English and Spanish, verbally and in writing.
2. Previous experience working with young children.
3. Familiar with busing procedures for young children.

PHYSICAL DEMANDS / WORK CONDITIONS

1. Requires prolonged sitting, standing, bending, stooping and reaching with manual dexterity sufficient to operate tools and equipment relevant to the position. Requires frequent lifting of 25 pounds and occasional lifting up to 40 pounds. Requires normal range of hearing and vision.
2. Requires the ability to travel by car, bus, train, air or other means of transportation as needed, providing own transportation as required.
3. Requires flexible schedule including days, nights and weekends as needed to accommodate program needs.

ACKNOWLEDGEMENT

1. This position description does not constitute a contract for employment.
2. Contents of this position description reflect the responsibilities, duties, and requirements at this time. Tri-Valley Opportunity Council, Inc. has the right to make changes at any time due to corporation and/or program needs.

I have read this position description, and understand the essential functions, minimum requirements and expectations of the position. I have had the opportunity to ask questions and attest that I can perform the essential functions of the position with or without reasonable accommodations.

Employee Name (print) _____

Employee Signature _____ Date _____