

## Project Now, CAA Job Description

<b>Job Title:</b>	Bus Driver	<b>Prepared By:</b>	Andrea Flannery
<b>Department:</b>	Head Start	<b>Prepared Date:</b>	February 2023
<b>Reports To:</b>	Transportation Supervisor	<b>Approved By:</b>	Policy Council
<b>FLSA Status:</b>	Non Exempt	<b>Approved Date:</b>	
<b>Wage Grade:</b>	2 (Trainee) 4 (Driver w/CDL)		

**SUMMARY:** Provides safe transportation services and supports all components of Head Start in compliance with regulatory guidelines and program requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties as assigned.

- Assures that bus is properly inspected and maintained. Completes daily pre- and post- trip inspection. Assists in scheduling and completing minor repairs. Schedules and completes regular maintenance and cleaning. Keeps accurate records on bus usage.
- Follow discipline policies, which include developmentally appropriate social-emotional and behavioral health promotion practices as well as discipline and intervention procedures that provide specific guidance on what teachers and programs should do to prevent and respond to challenging behaviors.
- Works cooperatively with monitors and other program staff and volunteers to ensure that all passenger boarding, seating, riding and exiting the bus are done in safe and appropriate manner. Ensures that procedures for special needs passengers are followed along with proper equipment and restraints. Ensures proper discipline techniques are used on the bus.
- Knows and follows Risk Management and other procedures in case of an accident. Performs regular Evacuation Drills with all passengers as required by regulatory agencies.
- Ensures timely transportation of all passengers to and from daily routes, field trips, parent meetings and other special activities. Assists with establishing transportation routes.
- Provides meal service transportation and delivery, as needed. Ensures compliance with all procedures, rules, regulations and adhering strictly to infection-control policies and protocols. Maintains all foods in safe and sanitary condition; returning used dishes to the kitchen of distribution. Loads food and containers, directing helpers to ensure that all food and beverage items are ready for transportation. Assists at site with meal service and child services, as needed.
- Assists with planning, set up and completion of periodic driver and monitor training. Participates in in-services and other required training. Assists in recruitment of children in Head Start.
- Must be able to read and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Must have good written and verbal communication skills.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few variables in different situations.

**SUPERVISORY RESPONSIBILITIES:** This position has no supervisory responsibilities.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED); and three months related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Requires the ability to pass a medical examination certifying you to be physically able to drive a school bus and free from communicable disease. Requires the possession or attainment of a valid Illinois Commercial Driver's license (CDL) and current Illinois School Bus Driving permit. Requires submission to initial and random periodic drug and alcohol testing.

**PHYSICAL DEMANDS and WORK ENVIRONMENT:** The employee frequently is required to stand, walk, sit and use hands to finger, handle and feel. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception and the ability to adjust focus. Requires the physical ability to sit for long periods of time in a vehicle. While performing the duties of this job, employee is occasionally exposed to outside weather conditions. The noise level in work environment is usually moderate.

**Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing needs.**