

NEIGHBORIMPACT

JOB DESCRIPTION

Job Title: Substitute Bus Driver, Head Start

Reports To: Transportation and Facilities Manager

I. Job Purpose:

To provide safe bus transportation for Head Start children, ensuring that each child is picked up and delivered on schedule. To cooperate with center team 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.

II. Duties, Tasks, and Responsibilities:

Driving

- Ensure safe transportation of children to and from Head Start centers
- Ensure that all adult passengers wear seat belts
- Ensure that all children are properly secured in approved car seats or safety vests
- Ensure that each child is delivered to the care of a designated responsible adult
- Visually observe the health of each child on the bus

Maintenance and Record Keeping

- Perform a complete CDL pre-trip and walk around/visual safety check of each bus driven on a daily basis
- Coordinate the paperwork flow between homes and Head Start sites
- Maintain accurate daily records to include: route counts, mileage, fuel usage, CDL pre-trips, walk around inspections and monthly evacuation drills and other records as required

Minor Job Responsibilities

- Management of children on bus
- Understand child development and behavior
- Keep interior of bus clean daily, and exterior as needed
- Report any needed repairs, and deliver bus to repair site
- Record mileage and fuel usage
- Pick up supplies as needed
- Attend required trainings and classroom meetings

Communications

- Frequent in-person contact with parents, children, and teachers to coordinate the flow of information on behalf of the development of the children
- Frequent in person and telephone contact with Transportation and Facilities Manager to exchange safety and scheduling information
- Frequent written notes to communicate with center staff and teachers
- All communications are potentially sensitive and are subject to NeighborImpact's policies and confidentiality agreement

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III. Knowledge, Skills, and Abilities:

- Basic literacy and math skills
- Ability to use a variety of computer programs including but not limited to Microsoft Word, Outlook, and Child Plus software
- Working knowledge of the behaviors and developmental stages of pre-school children, typically gained by working one year or more in a school or preschool setting
- Strong written and oral communications skills
- Ability to balance safety considerations with the children's need to be active
- Ability to maintain schedules while meeting individual needs of children and families
- Ability to make intermediate level decisions needed to adhere to safety and scheduling considerations
- Ability to follow Head Start program "Standards of Conduct" and NeighborImpact "Employee Handbook Section C: Employee Conduct"

IV. Qualifications:

- Must have current Oregon School Bus drivers certificate issued from the Oregon Department of Education
- High school diploma or GED
- Physical strength and coordination adequate to drive a 36 passenger bus
- Requires experience in pupil transportation
- Frequent lifting of up to 50 lbs
- Occasional bending and stooping
- Subject to random drug and alcohol testing
- Must have an initial health examination, including a TB screening, and a periodic re-examination (as recommended by health care provider) to assure that the employee does not because of communicable diseases, pose a significant risk to the health or safety of others, that cannot be eliminated or reduced by reasonable accommodation
- Head Start parent or past parent preferred
- Prior to date of hire and throughout employment:
 - Valid Oregon Commercial Driver's License with driving record free of any moving violations within the last 3 years
 - Proof of current auto insurance.
 - Current enrollment in the OR Child Care Division-Central Background Registry
- Within 60 days of hire, Pediatric CPR/First Aid certification is required.
- Above certifications must be kept current to remain employed
- Access to reliable transportation required

V. Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.
- Fair Labor Standards Classification: **Non-Exempt**
- NeighborImpact is an equal opportunity provider

VI. Signatures:

Employee Print Name: _____ Date: _____

Employee Signature: _____ Date: _____