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Performance Standard	1310.16 & 1310.17	Component Affected:	Transportation

Mid-Columbia Children's Council Job Description

Title: Bus Driver Department: Transportation
 FLSA Status: Non-exempt Reports to: Center Coordinator

Transports program children and parent to center's activities, to and from home in a safe manner. Ensures that highest possible safety standards are followed in the operation and maintenance of the assigned vehicle. Follows all state, local and organizational requirements.

General Position Summary:

Provide safe and punctual transportation for children. The Bus Driver assists center staff with the flow of communication (written and verbal) between families and staff.

Essential Functions/Major Responsibilities:

- Perform daily pre and post trip inspections for the operation of the vehicle, including all emergency equipment; record inspections on daily logs.
- Maintain vehicle records, keep all mileage records, maintenance records and gasoline purchases, and submit to Transportation Manager as required.
- Vehicle maintenance will be scheduled and completed in collaboration with Transportation Manager.
- Ensure vehicle has all required safety equipment on board, useable, and unobstructed.
- Keep vehicle clean, free of debris and any safety hazards at all times. Conduct Emergency Evacuations at minimum three (3) times per year.
- Provide School Bus and Pedestrian Safety training to children and parents within first thirty (30) days of school.
- Work with Transportation Manager to establish and maintain the most economical daily route. Ensure timely communication of any schedule adjustments/changes to parents.
- Maintain a current student roster including child's name, address and estimated time of pick-up/drop-off and name(s) of adults authorized to pick-up children from bus stop, and map of route in the bus and in classroom for substitute drivers and classroom teachers.
- Maintain accurate and up-to date emergency contact information on all children in program.
- Ensure each child is released to the care of an authorized individual on the Permission to Release form.
- Coordinate with the Transportation Manager and Center Coordinator on all school closures and delays.
- Observe and report incidents of concern and behavior problems of children on the bus to the Center Coordinator.
- Report all accidents to the proper authorities per state requirements: Police, Transportation Manager and Center Coordinator.

- Within the first 30 days of program year collaborate with the monitor in teaching and assisting children with the correct safety procedures for boarding and exiting a bus, evacuation drills, and identifying danger zones around the vehicle.
- Assist with the required use of seat belts for all passengers, and that all children are placed in appropriate height/weight child safety restraints.
- Walk to the back of the bus to ensure that all children have exited from the bus after every route.
- Participate in trainings as required by MCCC and federal or state agencies.
- Adhere to Federal Head Start Performance Standards.

Secondary Functions:

- Maintain safety and security of children and ensure that no child is left alone or unsupervised at any time following the Classroom Active Supervision Plan.
- Assist teachers in classroom set up, organization of space, materials storage, and general housekeeping as assigned.
- Assist teachers in planning, preparing, implementing, participating in and evaluating daily classroom activities as assigned.
- Assist teachers with inputting observations into on-line system as needed.
- Promote children’s learning through nurturing supportive interaction and general knowledge of child development.
- Respect the cultural diversity of the children, parents, staff and community.
- Assist and participate on field trips as needed.
- Model appropriate behavior for children, parents and other staff.
- Monitor and report child abuse/neglect as a mandated reporter.
- Advocate for the MCCC programs in interactions and recruitment efforts.
- Provide breaks to classroom staff as needed.
- Assist with the meal and snack preparation as needed.
- Document In-kind activities, services, and/or goods.
- Other duties and special assignments as assigned.

Supervisory Responsibility:

Position is not supervisory in nature, however the driver may provide guidance to bus monitors, other staff, volunteers and parents.

Interpersonal Contacts:

Contacts are most often with small children, parents and other staff. The communication is generally face-to-face, email, telephone and texting. Communication may contain confidential, sensitive information.

Specific Job Skills:

- Ability to maintain a good driving record that meets the minimum insurance standards set by MCCC and/or their insurance carriers.

- Ability to pass the Department of Transportation physical exam and lift test.
- Knowledge of state, federal and local transportation requirements.
- Ability to safely operate a bus carrying small children, including during inclement weather.
- Ability to occasionally make independent decisions regarding routes while en-route (road closures, detours, etc.).
- Ability to function professionally with proper boundaries, positively and effectively as a team member, working with parents, staff, volunteers, other agency staff, and the community.
- Knowledge of medical protocol procedures as needed.
- Knowledge of, or ability to learn, appropriate installation and use of Child Safety Restraint Systems (CSRS).
- Ability to maintain confidentiality and use discretion when appropriate.
- Ability to sit for extended periods of time, bend or stoop to child's level and climb into and out of bus; frequent use of the neck; ability to bend at the waist and knees.
- Ability to lift up to 50 pounds to assist in emergency evacuations Ability to pass and maintain a criminal background check meeting State, Federal &/or local guidelines for working with children.
- Basic writing skills used to.
- Ability to read maps, use a computer and programs, complete forms, setup and maintain bus routes,
- Ability to effectively communicate with individuals speaking other languages; Bi-lingual and bi-literate (English/Spanish) preferred.
- Ability to work with, persuade and resolve conflicts with young children, when assisting in classroom.

Education and/or Experience:

- Current Infant/Child CPR and First Aid certifications. Food Handlers certification as required.
- High School diploma or equivalent, required.
- Current Commercial Driver's License (CDL) with School Bus (S) and Passenger (P) endorsements required or the ability to obtain and maintain S & P CDL endorsements.
- Must be able to pass drug testing requirements as governed by the DOT regulations, which includes enrollment in MCCC's random drug/alcohol testing program.
- Current Child Development Certificate (CDA) or be enrolled in a CDA program to be completed within 2 years, as required.

Job Conditions:

Work generally takes place in a school bus during daytime hours while transporting young children. Driving conditions may vary with weather extremes. The Bus Driver may be exposed to various childhood health conditions (colds, flu, parasites, etc.) and bodily fluids. School schedule may require Bus Driver to work split or intermittent shifts.

I acknowledge that I have received a copy of this Job Description. I understand and recognize my responsibilities listed within this Job Description.

Print Name

Signature

Date