

**GREENE LAMP, INC.
JOB DESCRIPTION**

TITLE: Bus Driver

PROGRAM: Head Start

DEPARTMENT: Transportation

REPORTS TO: Transportation/IT Coordinator, Transportation Specialist

BASIC FUNCTION: Assures the safe arrival and departure of Head Start children to and from home, classrooms, field trips, and to other designated sites.

DUTIES AND RESPONSIBILITIES:

1. Transports children to and from the center on scheduled bus routes in a safe manner;
2. Transports children to field trips, classrooms, and other designated sites as needed;
3. Performs maintenance and safety checks on vehicles on a daily basis before and after each bus route;
4. Reports all accidents to the Transportation/IT Coordinator/Transportation Specialist in accordance with agency/program transportation policies;
5. Observes all safety procedures and regulations as outlined in the agency/program transportation policies;
6. Maintains daily transportation roster, mileage log, and daily inspection sheet;
7. Attends mandatory training sessions called by the Transportation/It Coordinator;
8. Attends mandatory Agency trainings;
9. Perform Bus Evacuation procedures three times during the program year;
10. Incorporate School Readiness on the route;
11. Attend parent conferences when requested;
12. Attend parent meetings when requested; and,
13. Assist with cleaning of the bus.

Other Agency Requirements

1. Establishes and maintains open working relationships with the community, Agency staff, and administrators;
2. Understands and follows lines of authority;
3. Understands the *Greene Lamp Employee Handbook and Head Start Performance Standards for Transportation*;

4. Establishes and maintains a public image that will reflect positively on individuals, the program, and the Agency;
5. Provides continuous follow-up;
6. Performs additional duties as assigned by the Transportation/IT Coordinator/Transportation Specialist; and,

Knowledge and Skills:

- Ability to assess and monitor job performance of staff in order to determine training needs and capabilities of staff
- Ability to effectively communicate with staff members and groups, managers, regulatory agencies, and families both individually and in group settings
- Ability to supervise and managed staff effectively with the guidelines of the agency's Head Start/Early Head Start policies and procedures
- Ability to work as a positive team member
- Ability to solve practical problems and deal with a variety of concrete situations
- Ability to prioritize demands in order to meet requirements and timelines.

Travel Requirements:

- Position requires local travel within departmental service area
- Ability to travel in and out of state to attend Professional Development Trainings

Physical Requirements:

- Prolonged periods of standing, bending, stooping, and reaching.
- Will work in a variety of environments and weather
- Must be able to lift 40 pounds at a time.

Pre-Employment Requirements:

- Tuberculosis Skin Test
- Physical
- NC DHHS Criminal Records Check
- Valid Driver's License

WORKS CLOSELY WITH:

Staff, Children, Parents

QUALIFICATION CRITERIA:

High School Diploma or GED desired, Commercial Driver's License Class B w/ Passenger and School Bus Endorsements; North Carolina Department of Transportation physical examination, Tuberculosis test, Criminal Records Check, and Sex Offender Record Check

SALARY RANGE:

Grade I

Employee Signature/Date

Supervisor Signature/Date