

SOUTHERN UTE COMMUNITY ACTION PROGRAMS, INC.

JOB DESCRIPTION

JOB TITLE: **HEAD START BUS DRIVER - SUBSTITUTE**

REPORTS TO: Transportation/Facility Safety Coordinator

SUPERVISES: Generally not a supervisory position

EMPLOYEE STATUS: Regular/Part-time/Hourly/Non-exempt

SUMMARY OF POSITION: This position is responsible for the safe transportation of pre-school children to and from the Head Start Center.

PERFORMANCE CRITERIA:

These are the most significant performance factors involved with this position and they will be the principal factors on which the employee will be evaluated:

1. Drive Head Start bus as scheduled.
2. Record mileage, children transported, and gas purchases daily.
3. Logs maintenance needs daily; presents log to Transportation Coordinator for signature and date of repairs made.
4. Begin route on time and follow appropriate schedule.
5. Ensure that a parent or adult meets the child when delivering the child to home. Child is returned to Center if no adult is available.
6. Maintain cleanliness of the bus.
7. Attend meetings and trainings required by the Supervisor and participate fully, respectfully and constructively. Attend a minimum of eight (8) hours of CDL and approved C.D.E. training annually.
8. Relate to parents, children and staff with friendliness, courtesy and respect.
9. Responsible for tracking and documenting in-kind occurring in program area.
10. Monitor assigned bus monitor to ensure safety of children
11. Responsible for monitoring volunteers assigned to program area.
12. Willingly perform other duties as assigned by the Supervisor

QUALIFICATION REQUIREMENTS:

1. Must have current CPR and First Aid and maintain current thereafter.
2. Must be insurable by agency insurance provider.
3. Must have current Commercial Driver's License (CDL) or willing to be trained.
4. Must have the ability to work well with associates, children, parents and the public; work references will be required addressing work habits and ability to get along with others.
5. Must pass a Criminal History, Child Abuse/Neglect background checks
6. Medical exam and TB test.
7. Must have the ability to work well with associates, children, parents and the public; work

references will be required addressing work habits and ability to get along with others

8. Is subject to Drug and Alcohol Testing policy.

PREFERRED QUALIFICATIONS:

1. High School diploma/GED
1. Previous bus driving experience
2. Preference may be given to local applicants familiar with the Southern Ute Indian Reservation and the surrounding Ignacio Community.

ATTENDANCE:

- Regular, dependable attendance is a critical performance factor to ensure consistent, high quality services to children and families.

LANGUAGE SKILLS:

- Ability to communicate clearly and accurately

MATHEMATICAL SKILLS:

- Possesses basic math skills

REASONING ABILITY:

- Ability to maintain strict confidence at all times, including the ability to recognize situations in which confidentiality is required.
- Ability to work independently, with a minimum of supervision
- Ability to establish and maintain effective, supportive and respectful relationships with children, co-workers, parents and members of the community

PHYSICAL ENVIRONMENT:

- Lifting a minimum of 30 pounds may be required.
- Position requires standing, sitting, bending
- Adequate hearing is required to hear/talk with individuals

WORK ENVIRONMENT:

- Work is performed in school bus and school setting with some exposure to environmental stress
- The noise level of the environment is moderate
- Frequent communication with children, parents, staff and others on a daily basis

CODE OF ETHICS:

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Must be willing to accept and adopt the Code of Ethics required of all Head Start/Early Head Start employees.

STATEMENT OF UNDERSTANDING

I have read and understand the above position description. I assert that I am able to perform the essential job functions, meet the physical requirements of this position and satisfy the expectation of regular attendance.

This job description does not constitute a contract of employment.

Signature_____Date_____