

NEW RIVER COMMUNITY ACTION, INC.
Head Start Program

Bus Driver
Job Description

General Description

The Bus Driver is under the direct supervision of the Site Administrator and is responsible for safely transporting children to and from the Head Start Program. The Bus Driver must adhere to all transportation policies and guidelines as outlined in Virginia's Department of Motor Vehicles CDL Manual, the Head Start Transportation Manual, and the Office of Head Start Transportation Services Monitoring Protocol.

Specific Duties & Responsibilities

1. Drives school bus on daily scheduled routes and/or on all types of trips in support of Head Start activities.
2. Maintains a safe environment and upholds all safety regulations; is careful and responsible, and is aware of and follows vehicle emergency procedures.
3. Assures that all children are contained in approved safety restraint systems during entire bus route.
4. Follows proper protocol in the event of an accident or mechanical problem, ensuring children's safety at all times.
5. Conducts pre-trip and post-trip inspections; ensures that children are safely off the vehicle at the end of each vehicle route.
6. Has knowledge of proper operation of all bus equipment and accessories, including, but not limited to, fire extinguishers, highway warning kits, wheelchair lift, first aid kits, etc.
7. Reports any malfunction of bus operation or equipment to Transportation and Facilities Manager.
8. Maintains cleanliness of vehicle; sweeps vehicle weekly, picks up papers or garbage on the vehicle daily, mops floor of bus as needed.
9. Establishes positive and productive relationships with parents and encourages parents to participate in center activities.
10. Attends required trainings, as assigned.
11. Is familiar with and follows program Performance Standards, Virginia State Licensing Regulations, service area plans and follows New River Community Action and Head Start policies.
12. Maintains strict confidentiality of family records and information. Breach of confidentiality at any time can be grounds for dismissal.
13. Performs all other duties that advance the philosophy and goals of the program and NRCA.

Special Requirements

Must be friendly, positive, responsible, and capable of exercising good judgment in dealing with children and adults.

*New River Community Action
Bus Driver job description*

Must maintain regular attendance and perform job duties and responsibilities in a satisfactory manner.

Prior to employment, the applicant must sign authorizations for NRCA to perform DMV and Criminal Record Checks to demonstrate that a satisfactory driving record and no pending or found charges or convictions related to abuse, neglect, and/or exploitation of children or adults (or other felony or misdemeanor charges which would conflict with the mission and philosophy of the agency).

Must possess valid Commercial Driver's License (CDL) and safe driving record. Must be able to drive up to 4 hours per day, but may be required to drive more than 4 hours in a given day.

Must pass physical exam in which a physician documents employee's capability of transporting clients. The physical must also include a TB test and document that the employee is capable of performing essential duties specified in his/her job description.

Must be capable of lifting, pushing, or pulling 50 pounds, occasionally lifting up to 80 pounds.

Must be willing to abide by the following **Code of Conduct**:

1. Respects and promotes the unique identity of each child and family and refrains from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. Follows program confidentiality policies concerning information about children, families, and other staff members. Maintains strict confidentiality of family records and information.
3. No child will be left alone or unsupervised while in the care of Head Start staff.
4. Uses positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation. Will not employ methods of discipline that involves isolation, the use of food as punishment or reward, or the denial of basic needs.

Education and Experience

High School diploma or GED required.

Must possess valid Commercial Driver's License (CDL)

Pay Scale:

Wage, non-exempt position. This position may be a full or part time position as determined by management.

9 month position (academic calendar)

This position is classified as grade 9 on NRCA pay scale table currently in force.

-- Approval by NRCA Board of Directors 9/22/11