



Northeast South Dakota Head Start Program, Inc.



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Bus Driver

POSITION DESCRIPTION

EDUCATION AND EXPERIENCE: This position is required to have a minimum of a high school degree. Experience working with commercial driving and working with children is preferred but not required. Proficiency in various computer programs in Microsoft 365, including Outlook, Word, and a variety of other program wide software.

QUALIFICATIONS: The bus driver must have a good driving record and must be licensed by the State of South Dakota with a Class "C" Commercial Operator's License (including a School Bus Endorsement- passengers). All prospective bus driver applicants must pass the background check and a driving record check through the National Driver Register before being hired. The criteria for unacceptable applicants include: a felony, any DUI (driving under the influence) and any report of child abuse/neglect. The bus driver will have an interest and concern for the philosophy and concept of the Head Start Program. Head Start children and families will always come first, in this Head Start Program, above all defined duties, perceived responsibilities and/or personal priorities.

PHYSICAL REQUIREMENTS: This position should be able to lift a minimum of 30 lbs. and occasionally heavier items. Be able to drive and sit for long periods of time while on the bus route. Must have an ICC physical examination and provide a doctor's statement, as required by state law.

WORK ENVIRONMENT: Work is generally performed on a moving, slowing down bus, when assisting in the classroom, the setting is well-lit, well-ventilated, heated, and air-conditioned environment. It is at times a high-paced position. The noise level in the work environment is usually moderate, but during class time, it can become noisy.

WORK SCHEDULE: This position is expected to work a total of 8 hours per day Monday through Friday, as per contract in accordance with the Head Start calendar.

SUPERVISION: The bus driver is accountable to the Education Coordinator assigned to their work area. But also the Transportation Manager for training other bus trainings and procedures. This position does not oversee any positions, but will assist the bus monitor in duties while on the bus route.

EVALUATION: The Education Coordinator will evaluate this position with help from the Transportation Manager. They will conduct a 90-day review upon hire and yearly, thereafter.

OBJECTIVES:

Essential Duties & Responsibilities

Key Result Area #1: Transporting Children Safely

1. Ensure the safe conduct of children to and from the Head Start Center.
2. Ensure the children observe safety rules while on the bus. This includes all passengers wearing seat belts and safely entering and leaving the vehicle.
3. Set and enforce guidelines for the children on the school bus.
4. Follow all safety rules while driving.
5. Accompany the children upon arrival and departure.
6. Make sure an adult is present when the child is picked up and dropped off.
7. Make sure that advance arrangements have been made with the parents to pick up or drop off the child elsewhere when parents cannot be at home.

Key Result Area #2: Working with families

1. Relate to families in an open, considerate and friendly manner.
2. Respect and promote the unique identity of each child and family, showing consideration for each family's culture and values.
3. Encourage families to become involved with their Head Start child.
4. Being responsive to parents' concerns about themselves and their family and linking them with the appropriate Head Start staff and/or community resource for assistance.
5. Take messages between the parents and the center teacher or other staff as the need arises.
6. Promote and communicate Head Start goals to the Head Start parents and the community.

Key Result Area #3: Vehicle Maintenance

1. Properly maintain Head Start vehicle in accordance with the maintenance check list.
2. Keep an accurate and updated bus route schedule and submit copies to the appropriate people.
3. Obtain and submit the necessary paperwork, including purchase orders, when planning for maintenance on the bus.
4. Make sure all necessary items are on the bus (first aid kits, vehicle log, insurance cards, emergency cards, etc.).
5. Maintain the cleanliness of the bus inside and outside.
6. Keep an up-to-date bus log.

Key Result Area #4: Classroom Duties

1. Observe the children's actions and behavior on the bus and report to the teacher.
2. Participate in center activities when not transporting children.
3. Participate in staff training and weekly center staff meetings.
4. Attend monthly in-service training.
5. Attend parent meetings, as requested.
6. Janitorial duties, as needed.
7. Continually assess the Head Start program and provide input/suggestions for improving services to children and families.

Key Result Area #5: Community Representative

1. Have knowledge of community resources to be able to link families with appropriate services and agencies.
2. Relating in an open and friendly manner and acting as a positive representative of Head Start while working with vendors and people in the community.

Key Result Area #6: Professional Development

1. Obtain training in CPR and First Aid and keep certification current, as required by the program.
2. Attend meetings, trainings, seminars and monthly in-services as deemed appropriate; this may include out-of-town/state travel.
3. Submit to random drug testing.
4. Read all related directives, standards and plans to keep up to date with local, state and federal standards relating to Head Start and transportation.
5. Maintain current, required credentials and submit a copy to the main office to be kept in employee file.
6. The bus driver will strictly follow, and then lead by example, in all Head Start Policy and Procedures and Performance Standards daily.

**** This job description is not intended to be all-inclusive, and the employee will also perform other reasonably related duties as assigned by immediate supervisor and/or other management as required. ****