

# BUS DRIVER

## POSITION RESULT DESCRIPTION

### **NESD Head Start Program, Inc.**

**EDUCATION AND EXPERIENCE:** Prior experience with commercial driving and working with children is preferred for the Head Start bus driver position.

**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). The bus driver must have a good rapport with children; be able to work closely with Head Start staff, parents and volunteers; show interest and concern for the philosophy and concept of the Head Start Program and maintain confidentiality at all times. 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.

**PHYSICAL REQUIREMENTS:** The bus driver must be able to lift 30 lbs. and occasionally heavier items. Must have an ICC physical examination and provide a doctor’s statement, as required by state law.

**WORK SCHEDULE:** The bus driver is expected to work as per contract in accordance with the annual calendar.

**SUPERVISION:** The Bus Driver is accountable to the Education Coordinator assigned to their area.

**EVALUATION:** The Education Coordinator assigned to them will evaluate the bus driver’s performance two times in the first year and one time per year, thereafter.

**SALARY RANGE\ INCREMENTS:** The starting salary for this position is \$12.10 - \$13.64 per hour. The bus driver shall be eligible for salary increments in accordance with the policies and approved salary schedule. A salary increment shall be based upon the program funding level and the individual’s year of experience with the program.

**Children and families will always come first in this Head Start Program, above all defined duties, perceived responsibilities, and/or personal priorities!**

### **POSITION OBJECTIVES:**

1. To ensure the safe conduct of children to and from the Head Start Center.
2. To ensure children’s safety on the bus through the use of safety belts, setting guidelines for children when riding the bus, and by observing all safety rules while driving.
3. To work with families in an open, considerate and friendly manner when taking bus schedule changes, when dropping off and picking up their child, and encouraging them to become involved with their child in Head Start.
4. To work with the teacher and other staff by observing and reporting children’s behavior on the bus, assisting in the classroom and attending all necessary training/meetings.
5. To keep all records up to date and submit them in a timely manner.
6. To continue to improve in all areas as a person through continued education, training opportunities and evaluation recommendations.

## **KEY RESULT AREA #1: Transporting Children Safely**

**Objective:** To relate to children in an open, considerate and friendly manner while transporting them safely to and from the Head Start Center.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

### **Performance Standards:**

1. Ensure the safe conduct of children to and from the Head Start Center.
2. Ensure the children observe safety rules while in 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 home.

## **KEY RESULT AREA #2: Working with Families**

**Objective:** To embrace the role of the parent as the primary educator of the child and promote and support the development of relationships between children and their families.

*The key result area will have been achieved when the following standards have been met and/or exceeded.*

### **Performance Standards:**

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 parent's 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**

**Objective:** To properly maintain Head Start vehicles.

### **Performance Standards:**

1. Properly maintain Head Start vehicle in accordance with the maintenance check list.
2. Keep an accurate and up-dated 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**

**Objective:** To participate in center activities, when not transporting children or maintaining the bus.

##### **Performance Standards:**

1. Observe the children's actions and behavior on the bus and report same 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: Self-Improvement**

**Objective:** To be an asset to the organization and to continually improve in skills, responsibilities and attitude.

##### **Performance Standards:**

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 in order 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 on a daily basis.

**\*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.**

