

UMATILLA-MORROW HEAD START, INC.

POSITION DESCRIPTION

BUS DRIVER

Supervisor: Transportation Manager/Team Leader	Subordinates: None
Classification: Coordinator I	Exempt Status: Non-exempt
Terms of Employment: Seasonal	

Job Goal: To provide transportation for children, parents, and staff.

Essential Responsibilities:

1. Follow all rules, regulations and responsibilities set forth by the Oregon Department of Education- Pupil Transportation. *see Oregon Pupil Transportation Manual.
2. Arrive 10 minutes before route to check messages and perform pre-trip
3. Sweep floor and dust interior of bus once daily. Clean windows once a week and mop and wash bus at least once a month.
4. Pre-trip bus before each route/post trip after each route with assistance from Bus Monitor.
5. Perform an under the hood and drive train pre-trip daily
6. Shoes must be secured to feet (no thongs or Birkenstocks)
7. Buses may not be used for personal business. *unless you have prior approval
8. No food or drink on bus. (Includes driver & passengers-exception staff day.)
9. The proper child safety seat will be used for each child.
10. Cellular phones and fuel cards are the responsibility of the bus driver
11. Report all accidents and mechanical problems to Transportation manager, all incidents to Team Leader. When maintenance is required you must have prior approval from Transportation Manager
12. Each child riding the bus will have a Bus Policy, Emergency Card and Parent release form on the bus at all times.
13. Inform Child and Family Advocate (CFA), Teachers/TA=s after each route that all children have been delivered.
14. Ensure that no aerosol cans are stored in the bus.
15. Report promptly to Child and Family advocate, Teachers/TA=s and appropriate staff when families have moved and any observed family problems.
16. Develop and maintain regular, functional bus routes. Ensure that there is an updated route in the bus and at the center at all times.
17. Ensure that all child restraints are properly installed in bus.
18. Discipline children in a consistent manner and inform teachers of disciplinary problems on the bus and coordinate efforts with other staff.
19. Check with CFA, Teacher/TA=s and other staff concerning messages before each route
20. Ensure distribution of Atake home@ material with the coordination of CFA Teacher/TA=s when distributing non-paper items.
21. Conduct an evacuation drill for each class monthly.
22. Ensure that bus is attended at all times by driver, staff, or parent when children are present.
23. Ensure that every attempt is made to pick up children and that an authorized person is present when children are delivered home or to child care provider.
24. On the last day of each month, submit mileage sheets, evacuation drills and vehicle safety check list to Team leader.
25. When making purchases for agency, always use a purchase order unless purchasing with petty cash.

Qualifications:

1. CDL with an S endorsement and school bus driver's Licenses
2. Current First Aid and CPR cards
3. Skills in working with children and families
4. Current physical examination and TB screen documentation upon hire
5. Adequate means of transportation
6. Ability to keep accurate records
7. Previous bus driving experience
9. Ability and desire to effectively work with low-income children and their families

General Staff Responsibilities:

1. Participate in staff meetings, conferences, training sessions and workshops as assigned.
2. Demonstrate familiarity with employment policies, performance standards, work plan and objectives of Agency.
3. Maintain congenial and respectful relations with staff, children, families and community.
4. Keep current and accurate records.
5. Maintain confidentiality in regards to staff and family information.
6. Maintain objectives and professional standards.
7. Improve self-skills and education.
8. Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy.
9. Perform any other work-related duties as requested by your supervisor.
10. Be present at work in order to provide consistency of services.
11. Be a contributory team member in a positive/productive manner.
12. Demonstrate commitment to mission, values, and policies in the performance of daily duties.
13. Ensure agency equipment and property are maintained, secured, and used in a safe and respectful manner.

Other Requirements:

1. Communicate effectively with staff, families, children, and the public using the phone and in face-to-face, one-to-one, and in group settings.
2. Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
3. Comprehend, analyze, and make inferences and references from written material.
4. Fluent in English both verbally and written.
5. Perform physical inventory of equipment and/or supplies.
6. Operate a school bus requiring a CDL and school bus driver's license.
7. Make precise arm-hand positioning movements and maintain static arm-hand positions.
8. Work with children requiring the ability to walk or run quickly, kneel or sit on floor etc.
9. Perform regular cleaning of equipment and facilities which may require the use of broom, mop, cleaning fluids and sanitizing agents.
10. Lift and move heavy and/or bulky objects or children weighing up to 50 lbs.
11. Maintain the safety of the environment and children through visual, auditory and smelling senses.

Umatilla-Morrow Head Start, Inc.

Is

An Equal Opportunity Employer