

SHASTA HEAD START CHILD DEVELOPMENT, INC

Bus Driver

Supervisor: Head Teacher or Site Supervisor

Classification: Non-Exempt

Mission

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

Position Summary

Under direct supervision, safely operates a school bus over an assigned route to local or distant points according to a time schedule while transporting students, including students with special needs.

Essential Duties and Responsibilities

- Responsible for ensuring the safety and maintenance of assigned vehicle.
- Responsible for the care and management of children.
- Provide bussing and pedestrian safety training to center staff.
- Ability to create and maintain bus routes.
- Comply with and enforce both Shasta Head Start bussing policies and procedures and applicable state and federal laws.
- Responsible for preparing periodic reports per Shasta Head Start bus driver policies and procedures.
- Assist the center staff in maintaining a clean and safe classroom, preparation of children's activities as needed, and promoting good classroom management skills.
- Assists center staff with janitorial and facilities maintenance as needed and assigned.
- Must be able to pass criminal background clearance prior to employment.

Maintain Professional and Ethical Standards

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

Qualifications

Knowledge and Skills

- Ability to write reports and correspondence, and read and interpret documents.
- Ability to solve practical problems.
- Ability to use CB radio.
- Understanding of California Department of Motor Vehicles Bussing Regulations.
- Ability to effectively communicate with children, parents, and staff in a professional manner.
- Must be able to pass a criminal background check.

Education

Minimum

High School Diploma or GED

Training and Experience

Minimum

Must have the necessary ten hours training for the school bus driver's special certificate.

Certificates, Licenses

- Valid California Class B driver's license with bus driver certificate, P, and S endorsements.
- DMV medical certificate.
- Current T01 card.
- Current EMSA CPR and First Aid.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is regularly required to use hands to finger, handle or feel objects, tool or controls; talk and hear; stand and walk. The employee is frequently required to reach with hands and arms; use foot controls; stoop, kneel, crouch, squat, push and pull. The employee is occasionally required to sit; climb or balance; crawl; and taste or smell. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts and/or moves up to 75 pounds. The employee must regularly lift, carry and/or move or cause to move up to 75 pounds. Ability to lift floor to knuckle 60 pounds, 12' to knuckle 50 pounds, knuckle to shoulder 40 pounds, shoulder to overhead 20 pounds. Ability to carry two hand carry 50 pounds, one hand carry 50 pounds, push and pull up to 100 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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ACKNOWLEDGEMENTS:

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

Employee (Print)

Employee Signature

Date

Supervisors Signature

Date

Supervisors Title