POSITION SPECIFICATION

POSITION TITLE: **Head Start Bus Driver**
POSITION CLASSIFICATION: **Non-Exempt Employee**
SALARY RANGE: **$16.02 per hour**

QUALIFICATIONS:
Driver must be at least 21 years of age with a min. CDL C (Commercial Driver's License) and meet qualifications under Article 19A with a "P" Passenger and "S" endorsements. Previous school bus driving experience preferred. Clearance from the New York State Central Registry of Child Abuse and Maltreatment and a New York State Criminal Background check are required. A pre-employment Article 19A physical and tuberculin screening are required. Physicals are required periodically with tuberculin screenings every 2 years thereafter. A clean driver's license is required. Employment is contingent upon the negative results of pre-employment as well as periodic and unannounced random drug, controlled substance and alcohol testing.

POSITION SUMMARY:
To provide safe transportation for children, parents, and staff in a welcoming environment. **Not eligible for remote work due to the nature of the position.**

SUPERVISOR:
The Bus Driver is directly responsible to the Head Start Transportation Coordinator, Head Start Director and Assistant Head Start Director.

CRITICAL ELEMENTS:

1. Respect and maintain the confidentiality of the Agency its employees and their families, consumers of agency services as well as in the community in harmony with agency policy inclusive of HIPAA regulations.
2. Follow all CDP Agency policies and procedures, OCFS Day Care licensing regulations, and Head Start Performance Standards.
    - Follows Head Start Transportation Plan and adheres to Transportation policies and regulations.
3. Follow New York State Department of Transportation Article 19-A, NHTSA, CFR, and ASAP in providing safe transportation.
    - Ensure that all child restraints are properly installed on the bus.
3. Conducts a post-trip walk-through to ensure that all children have exited the bus, and hang an empty bus sign in the back window, or push the button to cancel the electronic warning.
    a. Document and report all defects found during pre-trip, mid-trip and post-trip bus inspections.
    b. Assure that no child is left unsupervised on a bus; this is grounds for immediate dismissal.
    c. Report mechanical problems immediately to the Transportation Coordinator or the Head Start Director
4. Reports all accidents to the Head Start Transportation Coordinator.

a. Follows proper protocol in responding to emergencies and partners with the Bus Monitor to conduct routine evacuation drills and the documentation required thereof.
b. Submit to drug and alcohol screening in the event of an accident
c. Must be able to lift pre-school age children (min.50#) off the bus in the event of a bus emergency.

5. Takes bus for maintenance, every 30 days as prescheduled by Transportation Coordinator and garage and DOT inspections as required.
6. Develops and maintains a fixed bus route and reports any changes to center staff and the Transportation Coordinator.
7. Fulfills role as a Mandated Reporter of Child Abuse and Neglect.
8. Be trained and administer basic First Aid and CPR in case of injury.

GENERAL RESPONSIBILITIES:

1. Is present at work to provide consistency in services.
2. Transports children and adults to the center and returns them home providing and ensuring a positive, supportive environment for all riders.
    a. Acquires approval prior to any bus use outside of daily fixed routes and field trips from the transportation coordinator or director.
    b. Maintains accurate computerized documentation of daily bus routes and updates, detailed write-up of routes for a sub driver or meal delivery). Assists bus monitor with seating chart documentation and submits reports on time to Transportation Coordinator
    c. Fuels bus when passengers are not aboard according to Transportation Handbook regulations and maintain a minimum of a half tank of fuel at all times.
    d. Must be able to sit for a long period of time while driving.
    e. Must be able to walk up and down stairs and exit the back door.
3. Maintains congenial and respectful relations with staff, children, families, and the community.
    a. Communicates with other staff to ensure teamwork and smooth operation of the Head Start programming
    b. Actively participates in orientations and or other functions designed to educate families about Head Start Transportation Services.
4. Maintaining the Bus Cell phones, and fuel cards is the responsibility of the driver.
5. Attends staff meetings and training sessions as assigned.
    a. Drivers must receive refresher training courses necessary to meet new requirements applicable to State of New York DMV
6. Footwear must meet St. Lawrence County CDP Head Starts policy.
7. Maintains cleanliness of self and the bus inside and out according to guidelines set forth in the Transportation Handbook.
8. Cell phone use by the driver while driving, loading or unloading children is a violation of Head Start and DOT regulations and is grounds for immediate dismissal.

This job description is not intended to be all-inclusive. The Bus Driver will perform other reasonably related business tasks/duties as assigned by the Transportation Coordinator, Assistant Director, Director, and/or assigned in the Transportation Plan.

This organization reserves the right to revise/alter job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Staff Signature Date

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Print Name

Revised: February 23, 2023
Policy Council Approval: March 8, 2023
Board of Directors Approval: March 15, 2023