

Community Action Partnership of Central Illinois JOB DESCRIPTION

POSITION: *Head Start Bus Driver*
REPORTS TO: *Manager on Point*
STATUS: *Seasonal/Non-Exempt*

WORKSITE: *Assigned Site*
CLASSIFICATION: *IV*
Wage Range: \$9.16/hour to \$12.75/hour
Annualized Wage: \$19,052 - \$26,520

SUMMARY OBJECTIVE:

The Bus Driver is responsible for the safe and timely delivery of the Head Start children and volunteers, and for maintaining their vehicle in a safe and clean manner.

RESPONSIBILITIES:

A. Transportation:

1. Complete pre-trip inspection and report prior to operating vehicle.
2. Obey all traffic laws and safety rules set forth by the State of Illinois.
3. Follow all transportation procedures set forth by Head Start Performance Standard 1310.
4. Maintain a clean and safe bus at all times.
5. Schedule regular maintenance and periodic bus inspections.
6. Develop and maintain bus route(s) in accordance with program's Trip Routing Procedures & Guidelines.
7. Monitor weather/road conditions in accordance with Weather Cancellation Procedure.
8. Provide a current bus route/time schedule to the teacher and lead bus driver.
9. Conduct emergency evacuation drills.

B. Program Structure:

1. Turn in all paperwork in an accurate and timely manner.
2. Interact with children in a developmentally appropriate manner using positive discipline techniques.
3. Assist in classroom under guidance of the teacher.

C. Other:

1. Maintain confidentiality of all information regarding children, families and staff.
2. Assist in recruitment of children as specified by ERSEA Policy and Procedures.
3. Support School Readiness and the Parent Family Community Engagement process to ensure children and family participation as directed.
4. Attend all staff meetings, trainings, workshops and conferences in accordance with Head Start Performance Standards.
5. Document at least 15 hours of in-service training annually in accordance with DCFS licensing standards.
6. Perform other duties and assist in other service areas as assigned.
7. Perform job duties as per timeline.

KEY COMPETENCIES:

1. Excellent written and oral communication skills
2. High degree of professionalism
3. Collaboration and Problem-Solving Skills
4. Ability to read, analyze, interpret and apply Program standards

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5. Excellent organizational and time management skills
6. Resourceful and able to obtain information regarding agency and community resources
7. Excellent interpersonal skills
8. Technical Capacity

QUALIFICATIONS:

1. Must meet DCFS licensing requirements for support staff (Section 407.100)
2. Successfully complete fingerprint and background check as required by 89 Ill. Adm. Code 385, Background checks (Section 407.110)
3. High school diploma or GED.
4. Must maintain an Illinois Commercial Driver's License (CDL) and Illinois School Bus Permit.
5. Must be at least 21 years of age.
6. Must be physically able to lift 50 pounds and assist children as needed.
7. Must successfully complete CPR, First Aid and any other certification deemed necessary for operation of the site.
8. Dependable vehicle and proof of insurance.

Key Performance Indicators:

Key Performance Indicator	Measure	What does Good Look Like?
Maintain all CDL requirements	Copy of CDL and Clean record with the Secretary of the State	Current CDL at all time
Maintain a clean and safe bus, through routine cleaning and preventative maintenance	Preventative Maintenance Schedule is completed Bus Observations	100% of preventative maintenance is completed No significant findings on Bus Observations
Active participant in recruitment activities	Recruitment Event Summary Sheet	Participation in 50% of planned recruitment events.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

Employee Signature

Date