



**THE CHILD CARE CONSORTIUM, INC.
HEAD START
JOB DESCRIPTION**

JOB TITLE: Bus Driver

CLASS: Program

STATUS: Non-Exempt

TYPE: Part Time

POSITION REPORTS TO: Executive Director

JOB SUMMARY

Position is responsible for operating a school bus and transporting preschool-aged children and other authorized personnel safely and efficiently over specified routes to and from school and field trip activities. Position conducts pre-trip inspections; observes safety regulations and policies; enforces student discipline on the bus; and performs related work.

EMPLOYMENT CONDITIONAL UPON RESULTS OF THE FOLLOWING:

- Successful Drug Screening.
- Successful DOT Physical Examination and TB screen results.
- Criminal History Background Clearance.

GENERAL RESPONSIBILITIES

- Ensures that the bus can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws to include observing visual defects and checking operating systems to include brakes, horn, lights, emergency flashers, extended stop arms, and door-opening devices.
- Operates the vehicle safely over an assigned route, picking up and delivering only authorized students at assigned bus stops, and watches to ensure that no one hurrying for the bus is left behind.
- Keeps assigned time schedules, which may require driving during pre-day light and dusk periods, and makes every effort to be on time while ensuring safety.
- Obeys all traffic laws and transportation practices as outlined in the CDL manual.
- Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions.
- Maintains student discipline on the bus.
- Assists Bus Monitor when necessary.
- Conducts semi-annual bus evacuation drills as required by the Department of Education and implements evacuations as required in an emergency to include safely exiting from the rear of the school bus.
- Reports all accidents immediately, requesting police or ambulance service as needed; assists injured persons until services arrive; and completes required accident reports.
- Notifies the Executive Director in cases of mechanical failure, safety deficiencies, or other incidents.
- Regulates heating, cooling, and ventilating equipment provided on the bus for the comfort of passengers.
- Drives students and teachers on field trips.
- Exercises responsible leadership and appropriate behavior when on school trips.
- Returns the bus to the assigned bus lot, performs a final inspection, and secures the bus according to procedures.

- Participates in all required training.
- Submits to drug testing when required.
- Maintains First Aide and CPR certifications.
- Maintains a commercial driver's license as required by the Indiana Department of Transportation.
- Keeps bus clean and free of debris.
- All other duties as assigned.

SKILLS

High School Diploma or Equivalent.

Must hold and maintain a Commercial Driver's License – Class B.

I hereby certify that I have received, read and understand the essential duties and responsibilities expected of me from the LaPorte County Head Start Program this _____ day of _____, 20 ____.

Employee Signature

Employee Name