

## JOB DESCRIPTION

POSITION TITLE:        Bus Driver

PROJECT/PROGRAM:    Head Start

SUPERVISOR:         Site Coordinator

### REQUIREMENTS

1. Must have a good driving record with zero points and possess a Class B – CDL with P and S endorsements.
2. Ability to keep simple records
3. Ability to relate well to pre-school children and adults.
4. Evidence of emotional maturity and stability.
5. Evidence of enough security and judgment to handle crisis situations.
6. Should have a working knowledge of the area served.
7. Dependability
8. Preference is given to qualified parent in Head Start
9. Preference may be given to a qualified volunteer in Head Start.
10. Criminal background check
11. Maintain valid First Aid and CPR Certifications.
12. Attend orientation/DHR
13. Pass Pre-employment Drug and Alcohol Test and Health Examination.

### SKILLS

1. Must be able to read, write and follow instructions.
2. Must have the capacity (emotional, mental, physical) to be with young children
3. Should have ability to be flexible and calm in situation such as accidents, fights, frightened children, unpleasant clean-up jobs, etc.

DUTIES

1. Transport Head Start participants to and from center on a daily basis.
2. Transport all participants on field trips or special occasions when necessary.
3. Remain in position on the bus at all times while transporting children and while children are on the bus.
4. Responsible for daily pre-trip, en-route, post-trip inspections (reporting necessary defects and taking bus for repair when necessary) and recording in inspection book.
5. Responsible for vehicle cleanliness.
6. Pick up equipment, supplies and deliver to center or office when necessary
7. Responsible for maintaining order on bus.
8. Responsible for checking bus after arrival and exit of children at center and home.
9. Responsible for making sure children are received by an authorized adult before leaving a child.
10. Complying with all state and program safety regulations.
11. Responsible for taking bus to be inspected as required by the Maryland State Department of Transportation, Motor Vehicle Administration School Vehicle Section.
12. Performing other duties as assigned by Site Coordinator.
13. Responsible for maintaining records of monthly fire drills (submit copy supervisor).
14. Maintain emergency cards on all children.
15. Maintain a posted seating chart.
16. Maintain updated and complete first aid kits, body fluid kits and other emergency equipment.
17. Maintain a left/right sheet on all pick-ups.
18. Maintain passenger roll book.