

RIVERBEND HEAD START & FAMILY SERVICES JOB DESCRIPTION

TITLE: Bus Driver/Trainer
REPORTS TO: Bus Transportation Coordinator

GRADE: NE11
STATUS: Non-Exempt

MISSION: To enable children and families to develop positive skills to meet life's challenges.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to:

1. The Bus Driver/Trainer ensures the safety and well-being of children being transported to and from the Centers, on field trips and to other applicable events.
2. The Bus Driver/Trainer completes pre-trip and post-trip inspections of the bus daily, reporting any conditions of concern to the Bus Transportation Coordinator and Bus Mechanic before transporting children.
3. This position ensures that the bus radio is in proper working order before each trip.
4. This position ensures that the bus always has sufficient fuel.
5. In consultation with the Bus Transportation Specialist, the Bus Driver/Trainer follows established bus routes to ensure that each child is picked up and dropped off as scheduled.
6. The Bus Driver/Trainer operates the buses in such a way that road and safety regulations are always followed, obeys all traffic laws and reports any violations to the Bus Transportation Coordinator or their designee immediately.
7. The Bus Driver/Trainer, with the assistance of the Bus Monitors, ensures that all children are in age appropriate child safety restraints at all times during transportation.
8. This position, with the assistance of the Bus Monitors, follows established safe bus loading and unloading procedures.
9. This position follows established procedures to guarantee no child is left alone on a bus without adult supervision at any time, insuring all children have departed the bus at the end of all bus routes to include during field trips or other special events.
10. The Bus Driver/Trainer, with the assistance of the Bus Monitors, assures that children who are visibly sick or complaining of feeling sick are reported to Center staff and/or the person responsible for picking up the child from the bus.
11. The Bus Driver/Trainer follows other established procedures developed by the Agency and individual Centers for receiving and dropping off children.
12. This position maintains the cleanliness of the bus keeping it free of debris and follows the bus cleaning procedures.
13. This position routinely inventories the bus emergency and first aid supplies/equipment and reports needs to the Bus Transportation Coordinator or their designee.
14. This position, with Center Supervisors, identifies those persons authorized by the parents/guardians to receive children and delivers children only to the authorized person(s).
15. The Bus Driver/Trainer, with the assistance of the Bus Monitors, delivers messages and other items to and from authorized persons when picking up and dropping off children.
16. This position conducts classroom training for the purpose of evaluating and reviewing Bus Driver's and Bus Monitor's job knowledge in order to comply with required state and other certifications.
17. This position instructs Bus Drivers for the purpose of providing behind the wheel training and addressing school bus regulations and safety procedures.
18. The Bus Driver/Trainer informs the Bus Transportation Coordinator of practices and incidents such as rules, regulations, procedures, etc. for the purpose of providing information for follow-up action and/or proper procedures.
19. This position prepares training records and schedules for the purpose of identifying training needs such as setting up classrooms, behind the wheel training and refresher training for new and existing Bus Drivers.
20. The Bus Driver/Trainer will participate in all ongoing and required trainings to include but not limited to Dept. of Transportation (DOT), Illinois Dept. of Children & Family Services (DCFS), Head Start, Illinois State Board of Education (ISBE), Agency trainings, etc.
21. The Bus Driver/Trainer is required to follow all established Agency transportation policies and procedures.
22. The Bus Driver/Trainer maintains a positive relationship with the families and children enrolled in the program and Agency staff communicating all applicable bus department changes as needed.
23. This position must maintain confidentiality of all information pertaining to children and families enrolled with the Agency and Agency staff.
24. In case of accidents/emergencies, the Bus Driver/Trainer evacuates children according to written and practiced procedures.
25. In the event of an accident, the Bus Driver/Trainer assures that medical emergency procedures are followed, completes a written accident and incident report as required by the Agency's procedure and other authorities.
26. This position attends staff meetings, in-services, etc. as required.

EDUCATION/EXPERIENCE:

High school diploma or equivalent preferred. One to two years of previous applicable experience preferably in a school or instructional setting. Knowledge of training requirements preferred. Must possess a current and valid driver's license, CDL and school bus driver's permit. Previous successful experience as a school bus driver preferred. Knowledge and experience of low-income families preferred. Must be able to provide their own transportation to and from work and throughout the work day.

WORKING CONDITIONS:

Work is performed in a setting with moderate safety issues. Travel to outside meetings, trainings, conferences, home visits, Agency sites, etc. This position requires sitting, standing, bending and moderate lifting.

ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by their direct Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

Employee's Signature

Date

Supervisor's Signature

Date