

Employee Posting Opportunity

Date of Posting:

Position Title: On-Call Substitute Bus Driver

Location: Bus Depot

General Work Schedule: As Needed

Position Reports To: Bus Coordinator

Position Supervises: N/A

Education/Credentials/Experience:

High school diploma or equivalent 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.

Competencies and Performance Outcomes:

1. The Bus Drivers ensure 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 Drivers complete 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 follows established bus routes to ensure that each child is picked up and dropped off as scheduled.
6. The Bus Drivers operate 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 Drivers, with the assistance of the Bus Monitors, ensure 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 Drivers, with the assistance of the Bus Monitors, assure 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 Drivers follow 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, with the assistance of the Bus Monitors, deliver messages and other items to and from authorized persons when picking up and dropping off children.
16. The Bus Drivers 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.
17. The Bus Drivers are required to follow all established Agency transportation policies and procedures.
18. The Bus Drivers maintain a positive relationship with the families and children enrolled in the program and Agency staff communicating all applicable bus department changes as needed.
19. This position must maintain confidentiality of all information pertaining to children and families enrolled with the Agency and Agency staff.
20. In case of accidents/emergencies, the Bus Drivers evacuate children according to written and practiced procedures.
21. In the event of an accident, the Bus Drivers ensure that medical emergency procedures are followed, completes a written accident and incident report as required by the Agency's procedure and other authorities
22. This position attends staff meetings, in-services, etc. as required.

Pay Ranges (minimum to midpoint): \$26.66 – \$31.36 Per Hour

Benefits: Available to full-time employees working 30 hours or more week

- Health insurance
- Dental insurance
- Vision Insurance
- Life Insurance
- 401(k) (Eligibility is after one year of employment)
- 401(k) contributions by Agency
- Employee assistance program
- Flexible spending account
- Additional life insurance
- Health reimbursement account (deductible assistance)
- Long-term disability

- Paid time off for Full-time and Part-time employees (Vacation, Sick and Personal)
- Holidays
- Professional development assistance
- Referral program
- Tuition assistance
- Mileage reimbursement
- Group Voluntary Accident, Critical Illness, Hospital Indemnity
- Employee eligibility begins the first of the month following 60 days of employment

For more information, contact: Natasha Moore – HR Assistant/Recruiter at 618-463-8909

Instructions:

1. Read the requirements and summary of duties and responsibilities thoroughly. Ensure that your education, credentials and experience qualify you for the position.
2. In addition to the position's educational, credential and experiential requirements, it is preferred that you have been in your current position for at least three months and not be on progressive discipline.
3. If you meet the requirements for the position, you will need to complete an internal application form and forward that document along with your current resume to the HR Assistant/Recruiter.
4. If your internal application and resume are received after the end date of the posting, you will be screened along with any external applicants we have received.
5. We request that you inform your current Supervisor of your intent to apply for another position.