

Oregon Child Development Coalition

JOB DESCRIPTION

Position Title: Bus Driver I and II
Wage/Hour/Status: Exempt Non-Exempt
Pay Grade: Bus Driver I, Grade 7 and Bus Driver II, Grade 8
Reports to: Transportation Coordinator

Employee's signature of acknowledgment and understanding of this document:

Name

Date

Position Summary:

Transports program children and parents to center's activities, to and from home in a safe and enjoyable manner. Ensures that highest possible safety standards are followed in the operation and maintenance of the assigned vehicle. Follows all state, local and organizational requirements relating to the position.

Essential Functions:

Regular and consistent attendance is an essential function of this position.

1. Ensures safe and timely transportation for Agency children and families by:
 - Assisting county staff in developing routes and adhering to the established routings except in case of emergency.
 - Assisting designated staff in the safe and efficient loading and unloading of the children.
2. Assists in compliance and sustains standard of maintenance, and adheres to Agency and state regulations associated with transporting children on a school bus by:
 - Keeping school buses clean and properly sanitized.
 - Performing complete and thorough daily pre-trip inspections and reporting equipment concerns and maintenance problems.
 - Maintaining the strict requirement of the vehicle capacity.
 - Ensuring the safe securement of all objects and appropriate use of car seats and seat belts.
 - Maintaining all passengers, children, parents and volunteers seated and buckled at all times.
 - Keeping daily roster and other related logs as needed.
 - Verifying that emergency supplies and other equipment is maintained in proper working conditions.
 - Assisting in the development and process of evacuation drills.

- Supporting management staff by performing tracking of maintenance for the vehicle assigned and provides reports as needed.
 - Obtaining release on the roster upon returning the children.
 - Maintaining all items assigned in good working condition.
3. Maintains technical knowledge by:
- Participating in training by Agency staff and Department of Education as required.
 - Maintaining all mandated training as required by the Department of Education and/or other state of federal agencies.
4. Facilitate a positive communication with children, parents and county staff by:
- Relaying information from court to families about classroom health, and county activities.
 - Assisting in relaying notes and messages from parents to designated county staff.
 - Ensuring a pleasant and safe drive for the children and work collaboratively with assigned Bus Assistant to apply the Agency behavioral philosophies to reduce conflicts or excessive noise.
 - Overseeing the appropriate storage, tracking and distributions of medications.
 - Supporting Bus Assistant in communicating with families.
5. Contributes to team effort by:
- Participate in team meetings, staff meetings and parent meetings when required.
 - Establishing and maintaining open and positive communication and interaction with all staff.
 - Providing positive and constructive input to all aspects of the program.
 - Fostering an understanding of Head Start, its mission, goals, objectives, and program services.
6. Continually applies safety practices in all facets of the performance of duties by:
- Complying with agency safety standards.
 - Supporting participation of a safe environment.
 - Immediately reporting any unsafe or hazardous working conditions and/or any injury.
 - Collaborating with management staff for the prompt completion of injury investigation, corrective actions, and inspections as required.
7. Maintains confidence and protects agency operations by:
- Keeping information confidential.
8. Provides emergency services as an Mandatory First Responder by:
- Responding to child/adult emergencies by using First Aid and CPR skills.
 - Contacting appropriate medical personnel.
 - Ensuring documentation related to incident is completed.
 - Participating in fire drills and assisting in the evacuation of the children.
9. Other responsibilities:

- Performing other work related or assigned duties.

Education and Job Requirements:

Bus Driver I: High School diploma, GED, or enrolled in a GED program or equivalent with at least 1-2 years of experience driving a school bus or closely related field.

Bus Driver II: Equivalent to above education and job requirements, including a minimum of 3 years of experience driving a school bus.

Other Job Requirements:

1. Must pass Department of Transportation (DOT) required physical examination. TB test documented.
2. Demonstrated knowledge of Head Start system.
3. Possess current First Aid and CPR cards with infant/child CPR.
4. Ability to travel occasionally.
5. Ability to pass agency sponsored physical examination
6. This position is an authorized driver and must possess current driver's license, good driving record, and auto insurance coverage as defined by OCDC Policy.
7. Ability to relate positively to children and adults.
8. Must be enrolled in Oregon Criminal History Registry.
9. Must possess a current and valid first aid card and infant/child CPR and the number of training hours required by Oregon Department of Education (ODE).
10. Must maintain a driving record acceptable by the Department of Education standards and have valid auto insurance.
11. Must submit to drug testing as required by the Department of Transportation (DOT)
12. THIS IS A MANDATED FIRST RESPONDER POSITION.

Other Skill Requirements:

1. Bilingual English/Spanish preferred. **Bilingual fluency may be required at some work sites.**
2. Excellent supervision, managerial, and organizational skills.
3. Excellent communication skills.
4. Effective training/development skills.
5. Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but requires independent decision making.

Physical Requirements of the Job:

Must pass the Department of Transportation physical requirements and an EKG if over the age of 55. Ability to open and close a manually operated bus entrance door control with a force of at least 30 pounds; climb and descend steps with a maximum step height of 17 ½ inches; operate two hand and two foot controls simultaneously and quickly; have a reaction time of ¾ a second or less from the throttle to the brake control; carry or drag a 125 pound person 30 feet in 30

seconds or less; depress a brake pedal with the foot to a pressure of a least 90 pounds; depress a clutch pedal with the foot to a pressure of a least 40 pounds unless operating an automatic transmission; exit from an emergency door opening of 24 X 48 inches at least 42 inches from the ground in ten seconds or less.

Job Conditions:

May work outdoors intermittently with exposure to cold and hot weather conditions. Working evening during special center activities and during early morning hours, may require split shift (early a.m./late p.m.). Will be working in a close environment with a lot of interaction with noisy and active children. Exposure to heat variation and exhaust fumes from the bus.

Mental Requirements of the Job:

Continual interaction with co-workers, parents, and children to provide information. Must relate positively to children and adults. Considerable amount of variable levels of concentration while performing driving duties. Able to react in a supportive and positive manner during emergencies.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher level duties.