

POSITION DESCRIPTION

Title: Driver	Date Prepared/Reviewed: 11/3/2000, 11/8/02
Reports to: Transportation Coordinator	Supervises:

Purpose of your Position:

To provide safe, dependable, family friendly transportation services.

Below are the essential duties of this position. Other duties may be assigned as needed.

ESSENTIAL DUTIES:

1. Provides transportation for children and families and is responsible for the safety of all passengers.
2. Ensures driver and passengers are using appropriate safety restraints.
3. Maintains appropriate behavior of all passengers.
4. Transports children and families for special activities, i.e. medical and dental appointments, parent meetings, Policy Council, field trips, etc. at the discretion of the Transportation Coordinator and in cooperation with other Head Start staff.
5. Informs parents of approximate time of arrival and return. Maintains a current route schedule, which may be used if needed by a substitute driver.
6. Maintains contact with students until they are released to staff on arrival and to parent/guardian/child care provider upon return.
7. Communicates any injuries or illness observed on the bus to classroom staff or parent/guardian/child care provider.
8. Maintains Head Start bus. Reports concerns about safety or maintenance to the Transportation Coordinator/Site Coordinator immediately. Responsible for keeping repair/maintenance file up-to-date.
9. Reports any damage or accidents to Transportation Coordinator/Site Coordinator immediately.
10. Responsible for miscellaneous duties when not providing transportation services, which may include answering the telephone and relaying messages and assisting classroom and support staff.
11. Participates in relevant training, including staff meetings.
12. Maintains good client-agency relations, acts professionally, and positively represents the agency. Maintains client confidentiality.
12. Reports to supervisor any observations that may be a concern, particularly as defined by the SENDCAA Child Abuse/Neglect Plan.
14. Takes the initiative to identify problems, uses judgment to find appropriate solutions and follows through on resolving issues in a timely manner.
15. Supports team efforts, actively works to generate respect and enthusiasm, cooperates with others, and actively learns from other team members.
16. Interacts and communicates with clients and other staff in a professional and appropriate manner and responds to and gives feedback in a respectful and positive manner.
17. Reports to work on time prepared to perform the duties of the position and willing to perform the duties as workload necessitates.

OTHER DUTIES:

1. Frequent travel to other sites.
2. Performs other duties as assigned or requested.

Education/Training Required:

- High School Diploma
- CPR and First Aid certified and annual renewal of CPR and First Aid license within the first 12 months of employment (or audit the CPR course if physically necessary).
- Class C License with P endorsement.

Minimum Experience and Skills Required:

To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge and ability in driving a school bus.
- Safe driving record.
- Knowledge of appropriate interaction with young children.
- Skill and ability to relate to children and parents.
- Ability to apply common sense understanding to carry out written or oral instructions.
- Ability to communicate effectively, verbally and in writing, with clients (parents and children) and staff.
- Ability to interact with others in a professional and appropriate manner.
- Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff.
- Ability to meet Head Start Performance Standards and regulations.
- Capable of reporting to work on time prepared to perform duties of the position and willingness to perform duties as workload necessitates.
- Ability to carry out the duties of this position while helping to fulfill SENDCAA's mission and while adhering to policies, procedures, and regulations.
- Ability to perform work with independence under general direction of supervisor.

Education/Training Preferred:

- CPR and First Aid Training

Experience and Skills Preferred:

- Experience transporting pre-school children.

The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions and Environment: This position has good working conditions in general with consideration given to driving in unusual weather and road conditions. The employee is often exposed to moderate noise from children and occasional inclement weather.

Physical Requirements/Activities: While performing the duties of this position, the individual is regularly required to stand, walk, sit, carry, balance, kneel, climb, bend, stoop, crouch, reach with hands and arms, use hands to finger, handle, feel and use equipment/materials, push, pull, lift, twist, grip, and communicate (talk and hear). Occasionally, the employee is required to exert up to 25 pounds of force and/or less than 25 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Intermittently, the employee is required to exert up to 40 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body. Infrequently, the employee is required to exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects, including the human body. Specific vision ability required per DOT Class C License with P endorsement.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.

I have read and understand the above Position Description:

Employee Signature

Date