

## **JOB DESCRIPTION**

**POSITION:** BUS DRIVER  
**AGENCY:** TRUMBULL COMMUNITY ACTION PROGRAM  
**RESPONSIBLE TO:** Head Start Transportation Manager  
**EMPLOYEE TYPE:** Hourly

### **GENERAL DUTIES**

The Bus Driver is directly responsible for transporting the Head Start Children to and from school (Head Start functions) safely, professionally, and with tender loving care.

### **RESPONSIBILITIES**

- Assure that every child is safely transported to and from school;
- Must learn each child by name, face and location of residence;
- Must adhere to scheduled bus routes;
- Must be able to perform vehicle checks on a daily basis;
- Must be able to respond effectively and efficiently to any emergency situation that may occur while the vehicle is in operation or in the process of loading/unloading;
- Any other duties that may be assigned from time to time
- Serve a supervisor to BANA while on bus;

### **QUALIFICATIONS**

- Should possess a high school diploma or equivalent or be willing to work toward the attainment of the same;
- Must possess a valid Ohio Driver License, a Commercial Driver License (CDL), and be able to be licensed within Trumbull County;

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- Must possess skills and training in the areas of traffic and safety laws, first aid and CPR, basic vehicle maintenance, record-keeping, safety drills for vehicles, defensive driving skills, and others as required;
- Must be able to communicate effectively with pre-school aged children, be able to make decisions, work independent of close supervision, and follow directions in a timely and effective manner;
- Must meet all administrative and statutory requirements as follows; Must be legally allowed to drive (ORC 3327.10); Must be physically qualified (Administrative Rule 3301-83-07); Must have passed an annual driver check (Administrative Rule 3301-83-07); Must complete pre and in-service training (Administrative Rule 3301-83-10);
- Must successfully pass an investigation/report by the State Bureau of Criminal Identification and Investigation (or FBI) and/or county or local law enforcement agencies as may be required;
- Must be acceptable to Agency's vehicle insurance carrier based on past driving record(s);
- Must be, and remain drug/alcohol free;
- Must be sensitive to the needs and problems of the low-income residents of Trumbull County;
- ALWAYS BE CONFIDENTIAL ABOUT CHILDREN AND FAMILY HAPPENINGS.

**SALARY AND BENEFITS**

Salary range existing for position; placement in that range contingent upon available funding. Full benefit package available.