

**INSTITUTE OF COMMUNITY SERVICES, INC.
JOB DESCRIPTION**

Job Title: **Bus Driver**
Hourly Rate:
Working Hours: **6 hours per day**
Working Weeks: **36**

I. General Description:

The bus driver is responsible for transporting Head Start children, parents, employees and volunteers to and from home to the Head Start Centers, and other activities. The bus driver will operate a bus equipped to meet federal and state guidelines and will use the bus for authorized trips only.

II. Specific Duties:

1. Transports children to and from the Head Start Center daily, in a safe manner.
2. Transports children to and from other designated places (*field trips, Health Department, etc.*)
3. Transports parents, volunteers, and employees to workshops and field trips.
4. Provides first aid and emergency assistance to children as needed.
5. Follows agency policy on the use of the cellular telephone.
6. Cleans windshields, windows, lights, and mirrors daily.
7. Checks emergency door to insure proper operation.
8. Checks bus before starting engine daily (*oil and coolant*).
9. Checks fuel gauge, voltage meter, and brakes before moving the bus.
10. Checks horn, tires, lights, and mirrors.
11. Secures bus when not in use.
12. Keeps inside and outside of bus clean.
13. Takes bus to assigned shop for maintenance (*oil change, filter change, grease job*) and repairs as needed.
14. Takes bus to assigned shop for state inspection.
15. Monitors wheel alignment.
16. Reports all accidents to supervisor and other proper authorities.
17. Completes accident reports timely.
18. Completes daily operational data sheets and submits as required.
19. Completes the Driver's Daily Checklist for students.
20. Organizes and turns in all invoices on time.
21. Keeps emergency release data (*Computer Report*) of children.

22. Obtains updated emergency release data when children are dropped or added to bus route.
23. Recruits volunteers and in-kind contributions.
24. Performs other task as required by the Supervisor.

III. **Supervisory Control:**

The bus driver is directly responsible to the Center Director and indirectly responsible to the Field Services Coordinator. The driver will be monitored twice monthly by the Center Director and once monthly by the Field Services Coordinator. The driver is evaluated semi-annually, with the Center Director and the Field Services Coordinator serving as raters. Field Services Director will serve as reviewer.

IV. **Other Significant Facts:**

- All employees are hired at will and pleasure of ICS, Inc. Nothing contained in our policies and procedures shall be construed to create any type of employment other than “at will”, nor shall anything herein create any property rights in employment or benefits. Employees not working under an employment contract are deemed to be “at will.” “At will” employees may resign at any time or be terminated for any reason, so long as it’s not illegal; ICS, Inc. reserves the right not to recall employees after lay-off periods due to budgetary constraints, reduction in workforce, performance evaluations, etc.
- Annual physical examination.
- Must attend training sessions and/or workshop.
- Must be 21 year old.
- Must attend basic first aid training every two years.
- Must attend bus driver training school.
- Must have proof of current automobile liability insurance on file in the business office.

V. **Qualifications:**

Must hold CDL driver’s license with “PS” endorsement and meet certification requirements of the State Department of Transportation.