

Trumbull Community Action Program

Job Description

Title of Position:	Bus Driver
Responsible To:	Transportation Manager
Employee Type:	Hourly

General Summary of Position:

The bus driver is directly responsible for transporting the Head Start children to and from school and/or Head Start functions safely and professionally.

Primary Duties and Responsibilities of the Position:

- Ensure that every child is safely transported to and from school according to the approved bus routes.
- Respond effectively and efficiently to any emergency that may occur while the vehicle is in operation or in the process of loading/unloading.
- Adhere to all Head Start Program Performance Standards and Ohio Daycare Licensing regulations while performing all duties.
- Adhere to all applicable traffic and safety laws, including but not limited to avoid unlawful use of technology while operating a motor vehicle.
- Confirm all children have been loaded or unloaded from the bus before departing from a center, event, and before returning to the bus garage.
- Learn every child by name, face, and transportation address.
- Adhere to policies and procedures to ensure that children are only released to authorized adults who have confirmed their identity with a photo ID.
- Perform daily vehicle checks, and alert supervisor of any issues immediately.
- Develop and maintain strong, positive, and professional relationships with TCAP staff.
- Maintaining strict adherence to TCAP Code of Conduct and TCAP Policies and Procedures including being a Mandated Reporter.

Secondary Duties and Responsibilities of the Position:

- Attending activities, workshops, trainings, and meetings as directed.
- Maintain strict confidentiality as it regards to TCAP clients, Head Start children, families, and staff.
- Maintain and monitor employee email account.
- Create and maintain an Ohio Child Care Resource and Referral Association (OCCRRA) account.
- Assist in the recruitment and registration of potential program participants county wide.
- Other duties as assigned by TCAP management in fulfillment of the goals and mission of TCAP.

Qualifications:

- Must possess a High School Diploma or GED.
- Must have a current Ohio Driver's License, current Commercial Driver License (CDL), clean driving record that is acceptable to the Agency's vehicle insurance carrier, have transportation on site daily, and current proof of vehicle insurance.
- Must be physically qualified and have passed an annual driver's check according to Administrative Rule 3301-83-07.

Bus Driver Job Description

Page 2

- Must clearly understand Head Start Performance Standards and Daycare Licensing regulations.
- Must have effective communication skills.
- Must have exceptional attendance and punctuality.
- Must be able to work independently and make sound decisions.
- Must have a pleasant and professional demeanor, a positive attitude, and ability to work within a team environment.
- Must pass pre-employment background check and drug test and submit to random drug testing.
- Must be able to lift at least fifty (50) pounds.
- Must be culturally sensitive to the needs and problems of the elderly, handicapped, and socio-economically disadvantaged residents of Trumbull County.

Salary and Benefits:

Salary range is contingent upon experience and available funding. Benefit package including hospitalization and agency pension plan is available after ninety (90) working days. Dental and Vision packages available at employee expense after ninety (90) working days.

I have read and understand the above job description. I attest that I am able to perform these essential job functions, I understand my status and duties as a Mandated Reporter, and that I meet the requirements of this position. I further agree to satisfy the expectations of the position. I understand that I am expected to be in regular attendance at work. My signature confirms that I agree to abide by the terms of this job description.

Printed Name

Signature

Date