



Job Description

Job Title: Head Start Bus Operator

Department: Head Start

Reports To: Center Teacher

FLSA Status: Non-Exempt

OSHA Category: Category 1

Summary: This position is responsible for driving and minor maintenance to the buses. As a teacher aide you will provide support for teachers, helping them with clerical work and classroom activities. This can involve providing individual instruction to students monitoring students while the teacher is out.

Essential Duties and Responsibilities:

- Operate transportation vehicle to conform to designated schedule transporting children to and from designated location.
- Assure safety of passengers being transported, including all applicable local, state and federal laws and regulations.
- Adhere to the vehicle preventive maintenance schedule, including weekly cleaning and routine servicing.
- Attend in-service training, staff meetings, and other program functions as required.
- Adhere to established procedures necessary to assure a minimum Daily Average Attendance of 85% for program participants.
- Keep accurate records:
 - Daily mileage log
 - Service log.
 - Gas purchase
 - Oil purchase.
- Report any deviation in the daily vehicle operation.
- Assist center teacher and assistant teacher in keeping all play, rest, instructional areas, restrooms and storage rooms clean and safe.
- Assist center teacher and home visitor in classroom activities, field trips, tooth brushing, toileting, fire drills, and food preparation as needed.
- Ability to communicate with families in a warm and caring manner.

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- Perform other duties as assigned to enhance, improve, and accomplish the agency's mission and strategic goals.
- Maintain confidentiality.
- Collaborate with agency colleagues to reach agency goals and objectives.
- Participate in agency committees as needed.

Supervisory Responsibilities:

This position does have supervisory duties.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in a timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.
- Empathy – Values the feelings of others to ensure pleasant workplace relationships and customer satisfaction.
- Teamwork – Go above and beyond your essential task and collaborate with colleagues to achieve agency goals and results.

Core Values

To perform this job successfully, you must adhere to the agencies core values:

- | | |
|----------------------|-----------------|
| • Empathy/Compassion | • Inclusiveness |
| • Teamwork | • Considerate |
| • Equality | • Innovation |
| • Respect | • Ethics |

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Requires some computer skills including knowledge of Microsoft Word and Excel, excellent communication skills, and familiarity with office equipment. Must have good recall memory, organizational skills, and listening skills. Must be 21 years old to drive a bus.

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Education and/or Experience:

Must have valid West Virginia driver’s license; clear criminal background and APS/CPS check must be bondable. The required CDL with school bus and passenger endorsements, physical every two years, current DOT physical, DOT drug screen, initial tine test or a TB Risk Assessment, First Aid and CPR as necessary per Performance Standards, OSHA training, and food handler’s permit among other State and Federal requirements.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from clients, customers, and the public.

Physical Demands:

The physical demands described here 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.

This job requires prolonged periods of standing and walking throughout the classroom. Must be able to lift 45 pounds at a time. Must be able to sit and stand on the floor throughout the day, and bend, kneel, or squat to be at eye level with children. The employee is frequently required to sit, reach, hear and talk.

Work Environment:

The noise level in the work environment is usually quiet with the inside temperature in offices kept at a comfortable level of 70 degrees.

Employee Signature

Date

Approved by Policy Council: July 29th, 2024

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