



## HEAD START OF YAMHILL COUNTY

2045 SW HWY 18, MCMINNVILLE, OR 97128

### POSITION DESCRIPTION

<b>Revision Date:</b> May 2016	<b>Position Number:</b> HSYC-12-03-BDrv
<b>Position Title:</b> Substitute Bus Driver - Non-Benefitted	<b>Pay Range:</b>
<b>Reports to:</b> Transportation Supervisor	
<b>FLSA Status:</b> Non-Exempt	
<b>Positions Supervised:</b> None	

#### GENERAL DESCRIPTION:

Provide safe bus transportation for Head Start children, assuring that each child is picked up and delivered on schedule, as well as parents to special activities. Cooperate with Teachers to promote the health and education of each child, and work with center staff to assure a smooth flow of written communication between families and Head Start sites.

#### MINIMUM QUALIFICATIONS:

1. Current valid Class B CDL with Passenger, Air Breaks, and School Bus Endorsement.
2. Meet Oregon Administrative Rules 581-053-0400, 581-0400-050, and 581-053-0220.
3. Possess valid auto insurance as required by law.
4. Knowledge of, or a willingness to learn, Child Development, Early Child Education, Developmentally Appropriate Practices, classroom support and a willingness and ability to work with children with challenging behaviors and children and parents with special needs.
5. Willingness and ability to work with at risk children and families.
6. Demonstrate ability to use positive guidance techniques (PBIS) with children, families, and co-workers.
7. Demonstrate and understanding in ethical practices as listed in the NAEYC Code of Ethics.
8. Maintain confidentiality and exercise sound judgment concerning privileged information.
9. Good written and oral communication.
10. Computer literate.
11. Must be free of child care-restrictible disease, as defined in OAR 333-019-0010, symptoms of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children.
12. Warm tone of voice.
13. Enthusiastic, energetic, compassionate, sensitive and respectful personality.

**MINIMUM EDUCATION AND/OR EXPERIENCE:**

1. Possess a high school diploma or GED.
2. Experience working with young children.
3. Knowledge of safety practices as they relate to pre-school children.

**COMMUNICATION SKILLS:**

1. Able to effectively communicate positively, respectfully, sensitively and confidentially with children, families and co-workers.
2. Represent the organization to the public in a professional manner.
3. Ability to read, speak, and write with proficiency in English language.
4. Bilingual/ Bi-literate English/Spanish preferred.
5. Ability to use various types of equipment to communicate; email, fax, telephone conversations and face-to-face meetings.
6. Must be able to communicate with peers and Coordinators to relay important information quickly and effectively regarding children and families.
7. Ability to participate in effective conflict resolution practices.

**OTHER QUALIFICATIONS:**

1. Ability to work under stress and be flexible.
2. Knowledge of vehicle safety, defensive driving and vehicle maintenance.
3. Ability to travel to out of town training sessions and overnight meetings as required.
4. Capable of lifting, carrying, and putting children in car seats.

**CERTIFICATE, LICENSES, REGISTRATIONS:**

1. Registration and approval to work in a child care facility, and continued enrollment with the Criminal History Registry of the Oregon Child Care Division.
2. Valid Oregon CDL driver's license.
3. Valid vehicle insurance, as required by state law.
4. Obtain First Aid/CPR certification within 60 days of hire.
5. Obtain Recognizing Child Abuse & Neglect certification within 90 days of hire.
6. Obtain Food Handler's permit within 60 days of hire.
7. TB clearance and employment physical; kept current according to HSYC policies.
8. DMV check.
9. Random drug and alcohol testing.
10. Pass school bus drivers physical examination.
11. Class "B" CDL with Dept. of Education School Bus Driver's Certification.
12. School Bus Drivers Certificate desirable at time of hire, required for continued employment.

**Note: Applicant must be enrolled in the Criminal History Registry and is subject to fingerprinting and criminal records checks as required by ORS 181.537, and child protective services records checks.**

**ESSENTIAL JOB DUTIES:**

1. Participate in creating an attractive, positive, learning environment that is safe, healthful, and developmentally appropriate on the bus and in the classroom.
2. Maintain assigned vehicle by keeping it fueled, clean, equipping it for emergencies, and reporting any mechanical malfunctions.
3. Plan and maintain a bus route and schedule.
4. Maintain accurate transportation and vehicle inspection records.
5. Demonstrate positive guidance techniques with children at all times and model those techniques for families.
6. Demonstrate ability to work as a team member.
7. Assist Teacher and Assistant Teacher with daily routines and educational opportunities and necessary documentation, including weekly home base socialization experiences.
8. Assist with food service as needed.
9. Models direct, positive, honest and respectful behavior in every aspect of work with children, families, staff, and community members.

**ADDITIONAL JOB DUTIES:**

1. Attend staff meetings and activities, as required.
2. Maintain positive communications with other drivers, parents, and site staff, relaying information to appropriate parties as needed.
3. Other duties as requested.

**OTHER RESPONSIBILITIES:**

1. Act as a Mentor to Bus Monitor to support their duties and responsibilities.
2. Participate in training, and evaluating Bus Monitor, Aides, Volunteers, Bus Driver, Food Service Aides, and Substitutes.

**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. While performing the duties of the job, the employee is frequently required to sit on the floor for long periods of time; bend; stoop; crawl; play; run after and with children on a regular basis.

1. Ability to: lift up to 80 pounds with assistance.
2. Physical capability, strength and coordination adequate to operate a 20 and up passenger bus.

**MENTAL DEMANDS:**

1. Job requires mental alertness.
2. Ability to anticipate possible crisis situations and deal with them effectively.
3. Ability to use good judgment with at-risk client populations.

**WORK ENVIRONMENT:**

The work environment characteristics 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 following essential functions:

1. Exposure to outside weather conditions
2. Driving in all conditions
3. Indoor environment
4. Exposed to wet and/or humid conditions due to outside weather conditions
5. Work within a team environment
6. Exposed to chemicals and fumes.

**CONFIDENTIALITY:**

Respects the confidentiality of information about Head Start enrolled children and families, agency staff, personnel issues and other program operations.

**I have read this job description. I understand my responsibilities and will fulfill them to the best of my ability.**

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Signature

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Date

*The organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.*