

## HEAD START OF YAMHILL COUNTY

1006 NE 3<sup>RD</sup> STREET, MCMINNVILLE, OR

### POSITION DESCRIPTION

<b>Revision Date:</b> 12/12/2023	<b>Position Number:</b> HSYC-12-03-BDrvr	<b>FLSA Status:</b> Non-Exempt
<b>Position Title:</b> Bus Driver	<b>Pay Range:</b> \$18.46 Fulltime with Benefits	
<b>Reports to:</b> Transportation Supervisor	<b>Position Supervised:</b> None	

#### GENERAL DESCRIPTION:

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

#### POSITION SPECIFIC JOB DUTIES:

1. Plan and maintain the bus routes and schedules.
2. Maintain assigned bus (fueled, clean, equipped for emergencies) and report any mechanical malfunctions.
3. Perform all required inspections and maintain accurate transportation and vehicle inspection records.
4. Create an attractive, positive, learning environment that is safe, healthy, and developmentally appropriate **on the bus** and in the classroom.
5. While not driving, assist the Teacher, Teacher Assistant and center staff with daily routines and educational opportunities and necessary documentation.
6. Demonstrate positive guidance techniques with children at all times and model those techniques for families.
7. Model direct, positive, honest and respectful behavior in every aspect of work with children, families, staff, and community members.

## **MINIMUM EDUCATION AND/OR EXPERIENCE:**

1. High School Diploma or GED, required.

## **MINIMUM QUALIFICATIONS:**

1. Possess a Class B CDL, with air break, passenger & school bus endorsements and the School Bus Driver's Certificate (and maintain throughout employment), required.
2. Ability to pass the Oregon Department of Education driver agility test.
3. Knowledge of vehicle safety, defensive driving and vehicle maintenance.
4. Experience working with pre-school aged children and knowledge of safety practices as they relate to school bus transportation.
5. 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 and/or at risk circumstances.
6. Willingness to learn and use positive guidance techniques (PBIS) with children, families, and co-workers.
7. 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.
8. Demonstrate and understand the ethical practices as listed in the NAEYC Code of Ethics.
9. Computer literate, experience with excel, word, e-mail, etc.
10. Maintain confidentiality and exercise sound judgment concerning privileged information.
11. Enthusiastic, energetic, compassionate, sensitive and respectful personality.
12. Demonstrate the ability to work as a team member.

## **COMMUNICATION SKILLS:**

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

## **CERTIFICATE, LICENSES, REGISTRATIONS: 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 consisting of a Federal fingerprint background check, state background check, child abuse/neglect check and sex offender check.
2. Pre-employment physical and employment physicals throughout employment.
3. Self-Health Appraisals throughout employment.
4. Complete the Head Start 101 and Human Resources trainings.
5. Obtain Food Handler's certification within 30 days of hire\*
6. Obtain the Introduction to Child Care Health and Safety Certificate within 30 days of hire.
7. Obtain the Recognizing and Reporting Child Abuse and Neglect Certification within 30 days of hire.
8. Obtain First Aid/CPR certification within 90 days of hire.

9. Obtain the Foundations for Learning within 90 days of hire
10. Participate in a minimum of 15 clock hours of professional development, per year.
11. Enrollment in Oregon Registry Online\*\*
12. Reliable transportation

**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.

\*not required for administrative office staff, education support staff and education supervisors

\*\*required for all classroom staff, education support staff and education supervisors

### **ADDITIONAL JOB DUTIES:**

1. Attend staff meetings, training and activities, as required.
2. Assist with food service as needed.
3. Other duties as required.

### **OTHER RESPONSIBILITIES:**

1. Act as a Mentor to Bus Monitor to support their duties and responsibilities.
2. Participate in training and evaluating the Bus Monitors, Aides, Volunteers, Bus Drivers, 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, and run after and with children on a regular basis. While performing the duties of the job, the employee needs to be able to:

1. Ability to lift up to 80 pounds with assistance.
2. Capable of lifting, carrying and helping children into the car seats.
3. 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 essential functions.

1. Exposure to outside weather conditions and road conditions.
2. Exposure to indoor environment conditions and bus conditions.
3. Work within a team environment.

**CONFIDENTIALITY:**

This position respects the confidentiality of information about Head Start's 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.**