

**Job Announcement
for
Child & Family Development Programs
In Clatsop County**

POSITION: Bus Driver
HOURS: 35 hours per week
SALARY: \$9.56 to \$10.04 per hour

See Job Description Listed Below

Position is open until filled.

Please send application and current resume to:

Pat Eterno, Seaside Center Manager
CFDP Head Start
PO BOX 362
Seaside, OR 97138

petero@nworheadstart.org

Phone: 503.738-0873
FAX: 503.738-5912

CHILD & FAMILY DEVELOPMENT PROGRAMS

Community Action Team, Inc.

Job Description

POSITION TITLE: Bus Driver

DEPARTMENT: Human Investment

POSITION REPORTS TO: Center Manager

FTE: 50% - 100%

POSITION DURATION: as funds permit

WRITTEN BY: CAT Administration

PERSONS SUPERVISED: 1 - 3

APPROVED BY: Policy Council

APPROVAL DATE: 03/11/09

APPROVED BY: SDA

APPROVAL DATE: 01/16/09

POSITION SUMMARY

The bus driver provides transportation for children to and from the center. S/he is also responsible for all maintenance and record keeping pertaining to the bus.

The individual must be able to work with children in a positive manner that at all times contributes to a healthy self-concept in each child. S/he must be open and friendly with parents to encourage open communication. This individual must be able to supervise the bus monitor.

QUALIFICATIONS

1. High school diploma or equivalent or at the recommendations of the interview team with approval of Policy Council and the Director.
2. Current First Aid/C.P.R. cards.
3. Have a telephone.
4. Have a valid driver's license, CDL with S endorsement and Oregon Department of Education student's transportation permit or ODE student transportation approved.
5. Must have dependable transportation and/or valid driver's license and auto insurance.

6. Acceptable to Community Action Team's Insurance by:
 - a. Not more than 1 moving violation in 3 years.
 - b. No negligent or careless driving violations.
 - c. No accidents on driving record.
 - d. No DUI or DWI on driving record.
 - e. If an accident appears which, was not your fault, you must furnish written explanation.
7. Will give permission for periodic driving record review.
8. Must be on the criminal history registry and pass a pre-employment drug screening.
9. Some experience working with preschool children, and/or education in Early Childhood field.
10. Ability to work in a cooperative team manner and to follow directions and program policies.
11. Ability to communicate effectively with children and adults in both verbal and written format.
12. Must be willing and available to work flexible hours.
13. Bilingual skills a plus.
14. Must have basic working computer skills and knowledge.
15. Must be able to travel to out of town meetings and trainings.
16. Ability to participate in regular kneeling, stooping, bending, twisting and sitting on the floor.
17. Ability to occasionally lift up to 50 lbs.
18. Must be able to work with families from a diverse population.

DUTIES AND RESPONSIBILITIES

1. Must maintain program and client confidentiality policies.
2. Drive children to and from school, assist with field trips and other driving as time allows.
3. Ensure regular maintenance on bus according to maintenance schedule and ODE/DOT regulations.
4. Clean bus weekly, inside and out.

5. Keep required records on the bus and update regularly.
6. Be aware of monthly activities so bus is available and ready.
7. Keep open communication with parents and staff.
8. Attend required meetings and trainings.
9. Be responsible for delivery of verbal and written communication between parents and staff.
10. Willingness to cooperate with schedule changes.
11. Do pre/post trip inspections of the bus and maintain written documentation.
12. Other duties as assigned.
13. Plan, implement and supervise bus evacuation drills in accordance with program policies and procedures, Oregon Department of Education, and Student Transportation.
14. Submit and pass random drug screen by ODE/DOT.
15. Attend and participate in center and program staff meetings, and share information gained at required trainings and workshops.
16. Responsible for correct installation of restraint seats as well as continued safety/maintenance inspection of all seats.
17. Must maintain a working knowledge of program plans, policies and performance standards.

Number of Hours per Week: _____

Rate of Pay: _____

Staff Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____