

Community Action Partnership of Cambria County

Bus Driver (Per Diem)

Reports to: Transportation Manager

Department: Early Childhood

Classification Group: Per Diem

Date: February 1, 2022

JOB SUMMARY:

1. The position of Per Diem Bus Driver involves specialized work in developing and maintaining the Transportation Programs between the Head Start and/or Pennsylvania Pre-K Counts Programs and parents of these participants.
2. Work involves preparation or development and administration of:
 - a. Safe and legal transportation of enrolled children and families
 - b. Proper bus inspection and safety checks of transportation fleet
 - c. Accurate and timely completion of all associated paperwork
 - d. Appropriate child management methods and developmentally appropriate activities on the bus
 - e. Agency Early Childhood policies and procedures
3. This position is supervised directly by the Transportation Manager.

ESSENTIAL RESPONSIBILITIES:

1. Ensures all children are appropriately chaperoned and never left unattended in all situations such as facility transportation, playground, or community outing.
2. Ensures all children have evacuated the bus, checks for personal items left on the bus and adjusts child restraint system (CRS) for next group of children, AFTER EACH RUN.
3. Transports children, younger siblings, and parent volunteers to and from center(s) daily and on field trips.
4. Conducts fire/ safety evacuation drills on bus as required.
5. Responsible for notifying Supervisor for the need of the 5,000 mile/3 month maintenance inspection and state inspection.
6. Performs daily walk around and inside safety check (Pre-Trip/Post Trip) on bus and is responsible for having malfunctions and maintenance issues corrected.
7. Responsible for completion of all applicable paperwork, bus logs, gas slips, etc., and timely submission of paperwork.
8. Performs general bus cleaning and sanitation.
9. Enforces program bus rules and regulations according to the Pupil Transportation Division Bureau of Traffic Safety, Harrisburg, PA.
10. Enforces proper safety harness restraint / car seat usage at all times.
11. Coordinates bus activities with Aides.
12. Uses appropriate child management methods.
13. Involves parents/families with transportation related experiences and assists in training children and families with pedestrian and rider safety.
14. Performs other reasonably related duties as assigned by immediate supervisor and other management as required.

ADDITIONAL RESPONSIBILITIES:

1. Follows the program procedures relating to confidentiality.
2. Attends evening meetings and participates in job-related training as required.
3. Responsible for recertification.
4. Mandated Child Abuse/Neglect reporter

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Working knowledge of vehicles and maintenance schedules.
2. Proficient oral and written communication skills.
3. Ability to deal tactfully with the public.
4. Pediatric First Aid and CPR Certification.

MINIMUM REQUIREMENTS OF EDUCATION, TRAINING, AND EXPERIENCE:

1. High School Diploma or GED. (Required)
2. Current PA Driver's License and reliable transportation. (Required)
3. Excellent driving records. (Required)
4. Must pass initial and annual school bus driver's physical exam and periodic TB screening. (Required)
5. Must be registered on the drug and alcohol clearing house in accordance with the law. (Required)
6. Must pass initial and random drug and alcohol testing in accordance with the law. (Required)
7. Free of Child Abuse/Neglect history as verified by proper authorities prior to employment. (Required)
8. Must obtain Child Abuse, PA State Police, FBI Fingerprinting and NSOR Clearances prior to starting employment. (Required)
9. Must meet vaccination requirements set by funding sources. (Required)
10. Class C with CDL and S&P Endorsement. (Preferred)
If not, must be obtained within 60 days of hire with in-house classes and training being provided, if possible, or on your own. (Required)

EMPLOYEE'S SIGNATURE: _____ DATE: _____