



**COMMUNITY ACTION PARTNERSHIP
Dickinson, North Dakota**

Position Description

Department: Head Start **Status:** Non-exempt
Position Title: Bus Rider **Grade Level:** C
Supervisor: Family Partnership Program Coordinator

Management Approval: _____ **Date:** _____
Supervisor Signature: _____ **Date:** _____
Employee Signature: _____ **Date:** _____

All position descriptions are subject to change as business requirements dictate.

A. GENERAL SUMMARY OF RESPONSIBILITIES:

Rides the bus daily and assists with supervision of children during daily bus runs. Assist with meeting the objectives of the Community Action Partnership Head Start program.

B. SPECIFIC JOB RESPONSIBILITIES:

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrated support for the agencies mission, goals and values.
2. Participates in strategic planning of the Head Start program and direction of the program.
3. Maintains staff, client and agency wide confidentiality at all times.
4. Serves as liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
5. Attends meetings, workshops, and training sessions as approved by the Program Director.
6. Participates on program related committees as approved by the Program Director.
7. Is required to travel by ground or air to meetings, conferences, trainings, etc.
8. Places children in bus seats and ensures children are properly restrained in child safety seats.
9. Continues professional growth through educational and training experiences in their field.
10. Provides input for Family Partnership and transportation policy/procedures.
11. Ensures all required standards are maintained for the Head Start Program.
12. Rides bus for pick-up and delivery of children and ensures emergency card booklet is on board the bus and returned to the Head Start Center after route completion.
13. Ensures children are properly dressed for weather when entering or leaving the bus.
14. Communicates with children in a positive manner by using first name and using a calm and kind approach.
15. Communicates daily with Family Partnership staff regarding child transportation.
16. Uses behavior techniques that reinforce positive behavior.
17. Completes daily checklist for bus riders and ensures that all children have exited the bus in a safe manner.
18. Ensures children are released only to a parent, legal guardian or other individual identified in writing on the Emergency card, authorized by a parent or legal guardian.
19. Ensures all children scheduled to ride the bus are accounted for prior to departing from Center.
20. Monitors and ensures Bus Driver is wearing seat belt and follows daily fixed bus route.

C. SUPERVISORY RESPONSIBILITIES:

None

D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):

Required

1. High School Diploma, GED or the equivalent.
2. Experience working with pre-school children.
3. Experience working with people from various socio-economic and educational backgrounds.
4. Must possess a valid driver's license and insurable driving record.
5. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
6. Demonstrated ability to effectively communicate both in written and oral forms.
7. Current CPR and First Aid Certification within one year.

E. PHYSICAL DEMANDS:

Constantly:

Vision correctable to near 20/20.

Frequently:

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 50 pounds.

F. WORK ENVIRONMENT:

Frequently:

Work in a variety of working conditions including indoor/outdoor in controlled and uncontrolled environments. High stress situations with moderately high noise level. Position may require the need to work non-traditional work hours as assigned by the Program Director.