



**COMMUNITY ACTION PARTNERSHIP  
Dickinson, North Dakota**

**Position Description**

**Department:** Head Start **Status:** Non-exempt  
**Position Title:** Bus Driver **Grade Level:** C  
**Immediate 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:**

Drives 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. Develops and maintains positive relationships with staff, co-workers, supervisors and external contacts.
4. Maintains staff, client and agency wide confidentiality at all times.
5. Serves as liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
6. Attends meetings, workshops, and training sessions as required by the Program Director.
7. Participates on program related committees as approved by the Program Director.
8. Is required to travel by ground or air to meetings, conferences, trainings, etc.
9. Continues professional growth through educational and training experiences in their field.
10. Monitors volunteers and children while on the bus and ensures children are properly restrained in child safety seats.
11. Provides input to Family Partnership Coordinator & Program Assistant regarding busing policy/procedures.
12. Ensures all required standards are maintained for the Head Start Program.
13. Drives bus for pick-up and delivery of children and ensures emergency card booklet is on board the bus.
14. Communicates with children in a positive manner using a calm and kind approach.
15. Communicates daily with Family Partnership Coordinator and Program Assistant regarding child transportation.
16. Ensures that all children have exited the bus in a safe manner.
17. Transports children and families for special activities (i.e. field trips, etc) with the approval of the Program Director.
18. Maintains and follows a current fixed route schedule, which may be used if needed by a substitute driver.
19. Ensures children are released only to a parent, legal guardian or other individual identified in writing on the Emergency card authorized by the parent or legal guardian.
20. Communicates any injuries or illness observed on the bus to the Family Partnership Coordinator or Program Assistant.
21. Reports concerns about safety or maintenance to the Maintenance Supervisor immediately.
22. Conducts three emergency bus evacuation drills annually in coordination with the Program Assistant.
23. Ensures the cleanliness of the bus is conducted on a daily/weekly basis.

24. Completes daily pre-inspection checklist and all duties that are listed on the checklist.
25. Completes bus incident documentation for any incidents that occur on the bus.
26. Ensure all children scheduled to ride bus are accounted for prior to departing from the Center.

**C. SUPERVISORY RESPONSIBILITIES:**

None

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

Required

1. High School Diploma, GED or the equivalent.
2. Knowledge of appropriate interaction with young 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. Class B License with P & S Endorsement.
6. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
7. Demonstrated ability to effectively communicate both in written and oral forms.
8. 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.