

BUS DRIVER JOB DESCRIPTION

General Description

The driver has direct responsibility for transporting children to the Head Start program and back home. Safety is the primary concern.

Supervision

The bus driver performs duties under the supervision of the Transportation/Operations Supervisor.

Job Duties

- Transport children to school and back home.
- Follow established procedures for emergencies.
- Maintain accurate records on vehicle pre and post inspection forms and submit weekly to Transportation/Operations Supervisor.
- Report problems with vehicle performance verbally and give Transportation Work Order form to the Transportation/Operations Supervisor as needed.
- Maintain and monitor the safety and cleanliness of assigned bus. Sweep and wash bus bi-weekly.
- Participate in pre-service and in-service training as required by the Transportation/Operations Supervisor.
- Any other duties as assigned.

Minimum Qualifications

- Have a Commercial Drivers License (C.D.L.) with passenger endorsement.
- Ability to present evidence of good health status.
- Ability to present evidence of freedom from TB.
- Satisfactory OSBI background check.

Preference

- High School Diploma or GED.
- Ability to read and write English.
- Work experience driving a commercial vehicle.