

JOB DESCRIPTION

JOB TITLE: Bus Driver

SUPERVISOR: Director/Transportation Coordinator

WORKING HOURS: The required time that it takes to have children at the center by 8:00, 8:15 or 8:30 am as applicable. Buses leave at 2:30 p.m. The job is completed for the day when the last child is delivered home.

WORK STATION: Center and Bus Route

DUTIES AND RESPONSIBILITIES:

Transport children to and from center

1. Operate the vehicle safely and according to the North Carolina laws and program regulations
2. Responsible for ensuring children are supervised and accounting for daily during the Transportation route
3. Maintain accurate records and forms on the daily transportation of children and the operations of the bus, vehicle maintenance, and keep vehicle clean and sanitary
4. Perform daily maintenance checks on vehicle
5. Ensure that vehicle is kept in safe running condition by taking preventive measures, getting repairs done, etc.
6. Maintain emergency information on all children riding the bus
7. Obtain and provide training to monitors
8. Train Monitors on the process of evacuating the bus
9. Evacuate the bus through the emergency exit door, window and roof
10. Responsible for developing bus routes and alternate routes and submit to the Director/Transportation Coordinator
11. Ensure Bus cell phone is charged at all times

REQUIRED SKILLS AND QUALIFICATIONS:

- 1) Ability to handle emergencies calmly and effectively
- 2) Ability to provide a positive, supportive environment for children riding the bus
- 3) Ability to communicate with parents
- 4) Possess defensive driving skills
- 5) First Aid Certification

EDUCATION AND EXPERIENCE:

Must have a Commercial Learner's Permit (CLP) with the "P" and "S" endorsement. Must have a valid N.C. Bus Driver Certificate.