



ECONOMIC IMPROVEMENT COUNCIL, INC.

JOB TITLE: Bus Driver
LOCATION: Head Start Center
SUPERVISOR: Director/Transportation Coordinator
WORKING HOURS: Monday - Friday; The standard departure time for buses from the center is usually 6:30 a.m. for the morning route. Buses typically return from their morning route around 8:00 a.m. For the afternoon route, buses begin at 2:30 p.m. The afternoon route typically concludes by 4:00 p.m.

JOB OVERVIEW:

This role involves transporting children to and from the center while ensuring their safety and maintaining compliance with all North Carolina transportation laws and program regulations.

KEY RESPONSIBILITIES:

- Safely transport children to and from the center according to scheduled times.
- Conduct daily maintenance checks to ensure the bus is in safe running condition.
- Develop and maintain accurate transportation and vehicle maintenance records.
- Ensure the bus is clean and sanitary at all times.
- Develop bus routes and alternate routes, submitting them for approval to the Director/Transportation Coordinator.
- Maintain emergency information for all children on board.
- Train and provide necessary training to bus monitors, including emergency evacuation procedures.
- Ensure the bus cell phone is always charged and operational.

REQUIRED SKILLS AND QUALIFICATIONS:

- Must possess a Commercial Learner's Permit (CLP) with "P" and "S" endorsements.
- Valid N.C. Bus Driver Certificate required.
- Ability to handle emergencies calmly and effectively.

- Strong communication skills for interacting with parents and children.
- Experience in defensive driving and a clean driving record.
- First Aid Certification

Signature _____ Date _____

Updated 7/2024