

Springfield Urban League, Inc.
Family Services Division
Job Description

JOB TITLE: Bus Driver
EXEMPT: No

REV: 7/08
PROGRAM: Head Start

SUPERVISOR: Transportation Coordinator

EMPLOYEE:

SUMMARY: The position of the Bus Driver for the 0-5 Head Start program is responsible for **maintaining compliance and safely transporting children to and from the Head Start Program on a daily basis.**

ESSENTIAL FUNCTIONS:

1. Sign in/out when arriving and departing Head Start Sites.
2. The driver shall not leave the bus unattended at anytime while transporting children.
3. **Pick up children on time and deliver them to designated areas in a safe and efficient manner.**
4. Return children to their homes, or the enrolling parents designated drop off address at the end of the day
5. Responsible for ensuring that each child is safely taken across any street, if need be, by the bus monitor or responsible adult.
6. Transport children to the centers or prearranged locations such as field trips.
7. Make certain that good order is maintained in the vehicle for the safety of the children.
8. Ensure that the bus is never loaded over the capacity level for the vehicle.
9. Ensure timely arrival at the center-based locations and family day activities.
10. The bus shall be maintained in clean conditions at all times.
11. Bus is to be inspected before being driven, by using the State of Illinois Department Of Transportation check-off sheets. Top copy to be placed in Mail Box at First Student. A copy to be taken and placed in designated mailbox at Lawrence Site. Yellow copy is to stay on the bus for 30 days following.
12. Bus maintenance is completed as requested by the Transportation Coordinator and mechanic.
13. Must attend in-service training and workshops at the request of the Transportation Coordinator.

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15. Drivers must not smoke, eat or drink, nor allow it, on the bus at any time.
16. Assist in conducting school bus evacuations throughout the school year as requested by the Transportation Coordinator.
17. Willing to cooperate with other staff members.
18. Complete time sheets on a timely basis and turn in to Transportation Coordinator as requested.
19. Complete a full bus walk through prior to exiting after each completed run or activity to ensure that no child is left on the bus.(i.e. sleeping, hiding, etc.)
20. Ensure that the attendance and sign-off sheet is completed by the monitor daily and children are released only to an adult designated by the enrolling parent/guardian on the emergency contact form.
21. Utilizes the two-way radio to communicate to the Transportation's Base when beginning and ending their route and of pick-up and drop-off complications that arise while in route.
22. Check assigned mailbox before a.m. and p.m. runs for any changes.

NON-ESSENTIAL FUNCTIONS:

1. Additional duties and responsibilities may be assigned.

QUALIFICATIONS:

1. Ability to drive safely and meet all the requirements as set out by the State of Illinois Department of Illinois for School Bus Drivers.
2. Must possess a CDL with a school bus (S) endorsement and a State of Illinois issued school bus permit.
3. Current uninterrupted 3 year minimum as a driver of a vehicle. Prefer 1 year school bus driving experience
4. Ability to work well with children, staff, parents and others.
5. Ability to pass a medical examination from certified physician documenting freedom of communicable disease and illegal substance.
6. Must meet all required health, background and certificate conditions as set out by the State of Illinois Dept. of Transportation for School Bus Drivers.
7. Must be able to obtain a CPR Certification and First Aid Certification.
8. Must be able to lift at least 40 lbs.

I have received and read this job description:

EMPLOYEE

SUPERVISOR

DATE

DATE