



**Thomasville Community Resource Center
Afterschool & Summer Program
Job Title: BUS DRIVER**

Under the general supervision of the Program Manager, Facilities & Operations Manager or Site Coordinator, the Bus Driver has the primary responsibility for ensuring the health, safety and welfare of the children, staff and volunteers during bus transportation to and from the center and on field trips. It is also the role of the Bus Driver to: guarantee that the bus is clean and in proper working condition at all times; determine and follow safe and efficient bus routes; ensure all children are in age appropriate child safety restraints; assist in ensuring child/staff ratio is maintained on the bus and provide day to day guidance to the bus monitors; maintain all transportation records required by the program; ensure bus evacuation drills are held at least monthly; and, evacuate children in case of emergency.

Qualifications:

1. Be at least 21 years of age or older
2. Not have a criminal record
3. Never been found to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct
4. Not have any physical handicap or mental health disorder, which would interfere with the person's ability to perform assigned job duties
5. Obtain and maintain CPR and 1st Aid Certification
6. Understand and follow written and oral instructions;
7. Maintain order on the bus while children are being transported;
8. Assist children on and off the bus at proper stops in a safe, orderly manner;
9. Communicate effectively, both orally and in writing;
10. Follow basic principles of early childhood development as outlined in training.
11. Must have a valid proof of insurance
12. Establish good working relationships with the children, bus driver and other staff;
13. Must have a Class A or B Driver's License for less than 16 passengers, CDL and/or P & S Endorsement for 16+ passenger transport

Tasks:

- Ensures the safety and well-being of children and adults being transported to and from the program and on field trips.
- Completes a comprehensive written inspection of the bus daily, reporting any conditions of concern to the Facilities and Operations Manager, or delegated staff person, before transporting children. (Summer drivers will also complete bus monitor check list).
- Arranges for and ensures completion of routine maintenance of bus (e.g., oil change); transporting the bus to and from maintenance and/or repair facilities.
- Ensures that the bus always has sufficient fuel. (Buses are to be fueled every three (3) days).

- In consultation with the Facilities and Operations Manager & HR & Administration Manager, develops and follows efficient and safe written bus routes that ensure no child will be on the bus more than one hour.
- Operates bus in such a way that road and safety regulations are always followed; reports any traffic violations to the Facilities and Operations Manager immediately.
- Clean exterior of bus and windows weekly
- Assists with ensuring child/staff ratios are maintained on the bus and provides day to day guidance to the Bus Monitors.
- With the assistance of the Bus Monitors, follows safe bus loading and unloading procedures.
- Follows procedures to guarantee no child is left alone on bus without adult supervision at any time, including insuring all children have departed bus at the end of all bus routes (morning, evening and during field trips or other special trips).
- Ensure all required paperwork for students is on the bus as well as First Aid Kit
- Monthly inventories bus emergency and first aid supplies and equipment, reports the needs to the Facilities and Operations Manager, or delegated staff person.
- Prepares aides and children for bus drills and ensures bus evacuation drills are held at least monthly. Documents all drills in writing.
- Check the bus to assure there are no children remaining on the bus at the end of each route.
- In case of accidents/emergencies, evacuates children according to written and practiced procedures.
- Notifies the center program manager of concerns regarding the children's health, behavior, or emotional state.
- In the event of an accident, assures that medical emergency procedures are followed; completes a written accident report as required by delegate's procedure and other authorities.
- Attends and participates in center pre-service and in-service trainings, and other continuing education, career and professional development opportunities.

Time Commitment: 10 - 15 hours a week, not to exceed 20 hours a week unless approved by manager.

Training Mandatory but not limited to: Bright from the Start mandatory transportation training within 14 days of hire. Attend orientation within 14 days of hire.

Physical Requirements

Must have the ability to:

- ✓ Lift a minimum of 20 pounds
- ✓ Climb up and down stairs with or without a load
- ✓ Have mobility required to ensure the safety of students both inside and outside of center
- ✓ Work outside ability to be exposed to elements (pollen, humidity, etc.)
- ✓ Stand and /or bend continuously for a minimum of 2 hours with or without a load
- ✓ Perform light cleaning with household grade chemicals
- ✓ Have visual and hearing capabilities that are with consistent supervision of children.

Reports to: Human Resources & Administration Manager (ASP Program)
Site Coordinator or Program Director (21st CCLC)