

**CAROLINA COMMUNITY ACTION, INC.
POSITION DESCRIPTION**

POSITION TITLE: BUS DRIVER/CUSTODIAN

FLSA STATUS: Non-Exempt
COMPONENT: Head Start
REPORTS TO: Center Director

POSITION GRADE: 2
LOCATION:

PREPARED BY: The JESCLON Group, Inc.
APPROVED BY:

DATE: July 1, 2009
DATE: Revised June 13, 2018

SUMMARY

Responsible for transporting Head Start children to and from the center daily and for the supervision of all passengers on the bus (children, parents, and staff). He/She will also serve as a janitor in the center during the school day.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Primary

1. Follow established bus routes to pick up and return Head Start children.
2. Perform minor repairs and/or upkeep the vehicle.
3. Uphold all rules and regulations as found in Us on a Bus.
4. Maintain daily mileage records and logs to be turned in on a weekly basis to the Transportation Coordinator.
5. Transport children to medical/dental appointments and transport parents to monthly parent meetings as required by the Transportation and Parent Involvement Coordinator.
6. Keep the center clean on a daily basis. (Sweeping floors, cleaning restrooms, general maintenance as directed by the Center Director).
7. Fill in as needed in the classroom, cafeteria, and/or playground, as directed by the Center Director.
8. Attend in-service, pre-service training, staffing meetings, and other training meetings as directed by the Transportation and Facilities Coordinator.
9. Fill bus gas tank with fuel daily.
10. Carry out other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER QUALIFICATIONS

Incumbent must demonstrate good driving safety skills, and have at least three consecutive years of safe driving. Employee must pass an annual physical, TB screening, and submit to random drug screenings.

OTHER SKILLS AND ABILITIES

Incumbent must demonstrate a working knowledge of traffic, safety, and facility cleaning equipment. Employee must be able to drive an automobile.

CERTIFICATES, LICENSES, REGISTRATIONS

Incumbent must have CDL, CPR, and First Aid certification, and possess a valid drivers' license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

SPECIFICATION

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.