

CAROLINA COMMUNITY ACTIONS, INC.
JOB DESCRIPTION

POSITION: BUS DRIVER
PART-TIME

PROJECT: HEAD START

WAGE RANGE: \$10

REPORTS TO: CENTER DIRECTOR

BROAD FUNCTION:

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).

SPECIFIC RESPONSIBILITIES:

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 Coordinators.
6. Attend in-service, preservice training, staffing meetings, and other training meetings as directed by the Transportation and Facilities Coordinators.

QUALIFICATIONS:

Must be able to operate any Head Start vehicle and must have at least three years of safe driving experience and must maintain a valid SC Commercial Driver's License at all times. Must have a High School Diploma or GED.