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| **Job Title:** | **Bus Driver** |
| **Department:** | **Child & Family Development** |
| **Reports to:** | **Teacher/Director of Operations** |
| **Level:** | **BDP** |
| **Supervises:** | **N/A** |
| **FLSA Status:** | **Non-Exempt** |
| **Prepared by:** | **Site Manager** |
| **Date:** | **May 10, 2021** |
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| **Purpose:**  Safely and reliably transport and assist students to and from school. | |
| **Position Objectives:**   * Comply with and utilize the Head Start Program Performance Standards, Head Start Act, State of Michigan Child Care Center Licensing Rules, the Early Childhood Standards of Quality for Pre-Kindergarten, GSRP Implementation Manual (GSRP funded), Great Start to Quality, Program Procedure Manual Guidance, 5 Year Grant, USDA/MDE Requirements, and NMCAA Personnel Polices. * Act in a manner that is conducive to the welfare of children. * Ensuring transportation facilities are conducive to the welfare of children. * Responsible for the general management of the bus. * Ensure appropriate care and supervision of children at all times. * Provide supervision and safe transportation of children to and from the designated center. * Commitment to making progress toward program goals on an ongoing basis. | |
| **Essential Functions:**   * Drive safely and defensively at all times. * Utilize the State of Michigan Licensing Rules for Child Care Centers, Head Start Program Performance Standards, and the Bus Driver Manual to ensure requirements are being met. * Communicate with the center teaching staff regarding bus activities and concerns. * Maintain acceptable communications with the Director of Operations, center staff, parents, and the public. * Conduct pre-trip and post-trip inspection of the bus as required. * Use established routes and designated bus stops. * Conduct emergency evacuation drills as required. * Ensure that all passengers are secured in seat belts or restraint systems as required. * Ensure that no child(ren) is/are left unattended on the bus at any time. **Must conduct a complete walk through on the bus at the end of each run.** * Children must be supervised at all times. * Drive defensively under traffic conditions and inclement weather. * Be alert and exercise good judgement concerning emergencies and day-to-day operations. * Secure all equipment that is required for each passenger as required. * Arrange for a sub if necessary. * Act as a liaison between parents and the center. * Must adhere to the NMCAA Early Childhood Guidance Policy and NMCAA Child Development Programs Code of Conduct. * Follow plans for specific health care needs and food allergies, including administration of medication procedures. * Provide clear behavioral expectations using effective methods to prevent and redirect behavior using Conscious Discipline guidelines. * Maintain professional and personal confidentiality. * Follow the Staff and Volunteer Mandated Reporting Policies. * Utilize Active Supervision practices. * Be familiar with the contents of the first aid kit. * Be familiar with the operation of the fire extinguisher. * Ensure children are received by a staff member, parent, or other person as designated by the parent. * Ensure children enter and leave the bus from curbside unless the vehicle is in a protected parking area or driveway. * Ensure children entering or leaving the bus are carried or helped into and out of the motor vehicle. * Follow requirements for handwashing procedures, communicable disease reporting, and the Cleaning, Sanitizing, and Disinfecting Guidance. * Attend all required trainings, professional growth opportunities, and meetings, on time, prepared and ready to participate. * Perform required physical tasks, including the ability to lift at least 80 lbs. * Maintain an Employee Center File, including employee health requirements, and certifications. * Adhere to established work schedule with the understanding that flexibility is necessary to meet all assigned job requirements. * Meet as requested with supervisor for evaluation of job performance. * Team with Head Start Recruitment and Health Specialist to recruit eligible children. * Assist teacher in providing transportation orientation for each newly enrolled child as assigned by the supervisor. * Use provided guidance and checklists regarding due dates and timelines. * Report to LARA within 3 business days after an arraignment or conviction of 1 or more crimes as described in the State of Michigan Licensing Rules for Child Care Centers. * Perform other duties as assigned. | |
| **Measured by:**   * The accuracy and timeliness of completed work. * The quality of services provided. * The ability to represent NMCAA professionally in service to families, children, and community. * Cooperation and feedback from families and co-workers. * Performance in job duties in accordance with policies and procedures, including employee performance reviews. | |
| **Minimum Education:**   * High school diploma or GED   **Additional Qualifications Required:**   * Be at least 18 years of age. * Pass a comprehensive background check. * Ability to meet the State of Michigan and federal health requirements (medical clearance, mental wellness, and TB examination). * Be suitable to meet the needs of children. * Possess a valid operator or chauffeur’s license with the appropriate endorsement as required by chapter III of the Michigan vehicle code, 1949 PA 300, MCL 257.301 to 257.329. * Have a personal driving record with not more than 6 active points as determined by the Secretary of State. * Have proof of valid automobile insurance and registration. * Understand the use of adaptive equipment. * Ability to meet Department of Education competency levels of driving skills, including the completion and maintenance of Michigan Department of Education Bus Driver Certification. * Ability to meet Federal Department of Transportation drug/alcohol requirements. * Complete other training as required. * A safe driving record for more than 5 years, with no crashes where a citation was issued, as evidenced by the state Department of Motor Vehicles records. | |
| **Minimum Experience:**   * Experience working in a team environment. | |
| **Essential Abilities:**   * Demonstrate sensitivity and understanding when working with children and families. * Commitment to the NMCAA Mission and Vision. * Commitment to the Program Philosophy. * Adhere to and promote the Cornerstones of Culture. * Maintain confidentiality. * Interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner. * Suggest innovative approaches in completing job responsibilities. * Work openly and cooperatively as a team member. * Willingness to seek further training and education. | |
| **Minimum Skills Required:**   * Experience and comfort in operating a vehicle while transporting children. * Familiarity with the geographic service areas. * Knowledge of local, state and federal rules, regulations, ordinances, and laws regarding school bus operation. * Alert and able to exercise good judgment concerning emergencies, disabled vehicles, and abnormal driving conditions. * Follow LARA Child Care Licensing Rules, Motor Vehicle, and Head Start vehicle and passenger rules and regulations. * Effective communication skills. * Basic computer skills and experience with internet access, web-based software, and e-mail. | |
| **Minimum Physical Expectations:**   * Able to engage in physical activity such as bending, stooping, reaching, climbing, kneeling, and/or twisting. * Ability to assist children weighing up to 80 pounds into and out of appropriate child restraint system. | |
| **Minimum Environmental Expectations:**   * Possible exposure to blood and bodily fluids or tissues. * Possible exposure to communicable diseases. * A large amount of driving is required. | |