

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

Page 1 of 2

POSITION: **BUS DRIVER**

DIVISION: Head Start

PURPOSE: Transports children to and from classrooms and/or to and from scheduled appointments. Janitorial duties and responsibility during non-driving times as assigned.

QUALIFICATIONS:

Education: High School Diploma/CDL License with school bus endorsement

Experience: Prior Bus Driving Experience required and experience driving pre-school age children preferred.

Skills, Abilities, and Knowledge:

- a. Ability to follow orders
- b. Ability to know what needs to be done
- c. Ability to apply safety in one's job and activities
- d. Excellent driving ability
- e. Machine operation could include car wash, rug cleaner, buffer, waxer, vacuum
- f. Equipment operation could include agency car or truck, van, or bus

REPORTS TO: Family and Community Engagement Supervisor

SUPERVISES: None

JOB REQUIREMENTS:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently

Physical Effort: Moderate to Heavy physical effort to include sitting, standing, bending, pulling and pushing

Special Demands: Considerable driving, lifting, and possible eye strain

Special Requirements: Current Act 33 and Act 34 and DPW/FBI clearance documentation.

Requires CDL license and school bus endorsement, air brake and passenger endorsement.

Valid PA driver's license verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

RESPONSIBILITIES: Duties may include any or all of the following. This list is intended to be representative.

01. Completes pre-trip and post trip procedures including vehicle checks of oil, fluids, tires, lights, etc.
02. Maintains cleanliness of vehicles.
03. Observe all safety precautions – safety belts, defensive driving, speed limits, etc. in accordance with state and federal regulations.
04. Keep time schedule by promptly:
 - Picking up and delivering children to centers and waiting for health checks to be performed, etc.
 - Driving children home if they become ill and parent is unable to pick them up
 - Providing transportation for community outings, special events, etc.
05. Complete transportation forms such as vehicle pre-checks, logs, timesheets, etc.
06. Complete documentation regarding incidents occurred during transporting of children
07. Responsible for janitorial work as assigned
 - Follow daily schedule including clean up and checking of bus, playground, classroom, office and bathroom areas.
 - Clean assigned area, such as bathroom, classrooms, including sweeping, mopping and vacuuming
 - Take out trash
 - Clean up outside grounds, including playground
 - Cut grass
 - Remove snow
08. Assist in classroom when assigned or requested or as substitutes
09. Attend meetings and trainings when required
10. Perform other work as required or requested

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: E

HOURLY WAGE: \$10.50

HOURS PER WEEK: 40
Hours to be determined
Possible non-traditional