

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.

JOB DESCRIPTION

POSITION: **SUBSTITUTE BUS DRIVER**

DIVISION: Head Start

PURPOSE: Transports children to and from classrooms and/or to and from scheduled appointments.

QUALIFICATIONS:

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

Experience: Prior 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 physical effort in a predominantly sitting position.

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 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.
04. Keep time schedule by promptly:
 - Picking up and delivering children to centers and waiting for health checks to be performed, etc.
 - Picking up lunches and distributing lunches to classrooms and returning equipment
 - Driving children home if they become ill and parent is unable to pick them up
05. Complete transportation forms such as vehicle pre-checks, logs, timesheets, etc.
06. Assist with janitorial work when assigned
 - Clean and vacuum the classroom
 - Take out trash
 - Clean up outside grounds, including playground
07. Assist in classroom when assigned or requested
08. Attend meetings and training when requested
09. Perform other work as required or requested

PAY GRADE: E

HOURLY WAGE: \$10.50

HOURS PER WEEK:

On-Call Basis

Possible non-traditional