

## Missouri Ozarks Community Action

<b>Job title</b>	<i>BUS DRIVER</i>	<b>Grade</b>	<i>3</i>	<b>Class</b>	Non-Exempt
<b>Reports to</b>	<i>TEACHER DIRECTOR/TEACHER</i>	<b>Step</b>		<b>Unit</b>	HEAD START

### Job purpose

Drives Head Start bus to transport Head Start children to and from their homes of designated pick up or drop off points according to time schedule. This position is supervised by the Teacher Director/Teacher.

### Duties and responsibilities

1. Participates in the annual self-assessment process.
2. Perform daily inspections of equipment to insure it is in safe driving condition.
3. Maintains and fuels vehicle.
4. Cleans vehicle, both inside and outside at least weekly.
5. Records and submits cleaning expenses for reimbursement.
6. Complies with all State laws and operates vehicle within legal limits at all times.
7. Report to supervisor of any and all traffic violations/citations received while on duty or off duty as soon as possible.
8. Completes and submits reports as required by the agency.
9. Transports children daily to Head Start Center and return to their home or designated point and provide transportation for scheduled field trips and outings.
10. Uses positive reinforcement and promotes positive self-esteem, when working with children, families and staff members.
11. Documents, records, and informs staff of observations and information they have been privy to and which might affect a child in the Head Start program.
12. Helps to ensure that child incident, child health concerns, and child abuse and neglect reports are submitted, as needed, utilizing agency website.
13. Assist in identifying and recruiting prospective families and volunteers for Head Start.
14. Assists with child recruitment.
15. Assist with recruiting, training and directing of activities of volunteers.
16. Assists with parents, families and community in obtaining in-kind contributions for the center.
17. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
18. Perform other duties and tasks as assigned or needed.

### Integrity

1. Ensure confidentiality of customers, agency and co-workers
2. Understand and promote the goals and philosophy of Head Start.
3. Become familiar with MOCA's Personnel Policy manual and the NAEYC Code of Ethical Conduct and follow policies outlined therein.
4. Has general knowledge of, and adheres to Head Start performance standards and the agency's mission statement.
5. Adhere to MOCA policies and procedures, and Head Start policies and procedures.
6. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
7. Attend all staff meetings and required trainings.
8. Recognizes and understands the functions of Parent Committee, cooperates with committees, and Head Start Policy Council.
9. Works the number of hours designated in personnel action, reports absences to immediate supervisor at least one hour prior to scheduled shift.
10. Reports absences to immediate supervisors at least two hours prior to scheduled shift.
11. Reports to work area ready to begin work at the assigned time.

## **Preferred Qualifications**

1. High School Diploma.
2. 6 months related experience, training and/or volunteer experience.
3. Knowledge of the local social service system.
4. Impeccable customer service skills.
5. Possess excellent communication skills (writing, spelling, listening, and speaking).
6. Ability to communicate and work with a variety of people from diverse backgrounds.
7. Working knowledge of Community Action and its programs.
8. Cooperate as a team member.
9. Ability to work without close supervision.
10. Utilize time management techniques.
11. Proficiency in word processing, spreadsheet, database, and presentation software.
12. Demonstrate knowledge and good judgment in matters of policy and procedure.

## **Minimum requirements**

1. High School Diploma or General Education Degree (GED).
2. Must hold a current Missouri Commercial Driver's License with a passenger endorsement, and a school bus permit.
3. Must have current DOT physical exam.
4. Ability to communicate effectively in both written and oral form.
5. Possess basic math skills.
6. Exceptional organizational skills, and ability to meet strict deadlines with attention to detail and accuracy. To efficiently determine priorities of a complex work load.
7. Continuous and ongoing pursuit of improved education and credentials of this position.
8. Ability to compute rate, ration and percent and to draw and interpret bar graphs.
9. Obtain and/or maintain First Aid and CPR certification.
10. Demonstrate dependable transportation, current insurance, and valid driver's license.
11. A current physical examination including a TB test. (within 30 days of employment)
12. Able to travel out of area on occasion for training; trips of two to five days.

## **Direct reports**

Not applicable

## **Equal Employment Opportunity Statement**

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

## Employee Acknowledgement

While performing the duties of this job, the employee is regularly required to reach with hands and arms. Required to stand, walk, use hands to finger, handle or feel, climb or balance. Stoop, kneel, crouch or crawl. Must be able to regularly lift and/or move up to 50 lbs. Specific vision abilities required by this job include close, distance, color, peripheral vision, depth perception and ability to adjust focus.

Employee is frequently exposed to outside weather conditions to include extreme heat/cold, and humidity. Noise level is usually moderate. Employee may be exposed to moving mechanical parts.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Offers of employment are conditional pending criminal background check, a drug screen, and Policy Council approval.

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Approved by:</b>		<b>Approved by:</b>		<b>Approved by:</b>	
<b>Date approved:</b>		<b>Date approved:</b>		<b>Date approved:</b>	
<b>Reviewed:</b>		<b>Reviewed:</b>		<b>Reviewed:</b>	

*Policy Council approval: 7/26/2016*