

Family Building Blocks

Job Description

Position Title: Early Head Start Bus Driver

Origin Date: Oct. 2010

Updated: 1/31/2012

Classification: Non-exempt, part-time

Time & Salary: Variable, averaging 16 hours per week. Wage range \$13-\$15 per hour.

Reports to: Early Head Start Family and Community Partnership Coordinator

Supervises: This position has no supervisory responsibilities.

Purpose: Family Building Blocks is a private, nonprofit organization that works to break the intergenerational cycle of child abuse and neglect by providing services for high-risk families that have children six weeks to five years old. Our Early Head Start Program furthers our goal of building successful and resilient children, strengthening parents, and preserving families through comprehensive and integrated early childhood and family support services.

Job Summary: To provide safe bus transportation for Early Head Start children, assuring that each child is picked up and delivered on schedule. Cooperate with Teachers to promote the health and education of each child, and to work with center staff to assure a smooth flow of written communication between families and the Early Head Start sites.

Essential Job Responsibilities:

Driving & Safety

- Transport children to and from Early Head Start sites efficiently and safely.
- Ensure that all passengers wear seat belts or are placed in appropriate (age or weight) car seats and belted in.
- Ensure that any behavioral issues do not compromise the safety of any child on the bus.
- Assure completion of sign on & sign off sheets, accounting by name all children getting on and off the bus.
- Ensure that each child is delivered to the care of a responsible adult upon leaving bus (on the authorized list).
- Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind.
- Visually observe the health of each child on the bus.
- Coordinate the paperwork flow between homes and Early Head Start sites.
- Continuous collaboration with site staff, families and transportation manager to design efficient bus routes, mail/message deliveries and staffings. All communications are potentially sensitive and are subject to FBB's policy on confidentiality.

Bus Maintenance

- Perform a complete visual safety check of each bus driven on a daily basis, completing daily pre and post trip checklists.
- Keep interior of bus clean daily, and bus exterior as needed.
- Report any needed repairs, and deliver bus to repair site.
- Record mileage and gas.

Additional Job Responsibilities

- Bus Routing Support
- Pick up supplies as needed.
- Program support duties as requested, which may include assistance with data entry, kitchen duties, reception duties, handling donations or other clerical duties.

Minimum Qualifications:

- High school diploma or GED.
- Good judgment to make decisions needed to adhere to safety and scheduling considerations.

- Working knowledge of the behaviors and developmental stages of pre-school children, typically gained by working one year or more in a school or preschool setting.
- Knowledge of safety practices as they relate to infants and toddlers.
- Good written and oral communications skills and basic math skills.
- Basic computer skills, ability to learn online bus routing software.
- Ability to maintain schedules while meeting individual needs of children and families.
- Valid Commercial Driver's License with passenger endorsement and driving record free of any moving violations within the last three years.
- School Bus Driver's Certificate desirable at time of hire, required for continued employment.
- Must maintain high degree of professionalism and sensitivity to confidentiality rights of families and employees.
- Committed to engaging and supporting volunteers as an integral part of program services.

Physical Requirements:

Workers can change body position frequently during the course of the workday. In addition, these are the physical demands of the position: **Continuous:** 67-100% - 6-8 hours, **Frequent:** 34-66% - 4-6 hours, **Occasional:** 6-33% - 1-4 hours, **Intermittent:** 1-5% - less than 1 hour.

1. **Sitting** – Frequent: - driving buses, completing paperwork at desk. **Standing-** Occasionally: while completing safety checks and observing children prior to driving or unloading the bus, completing forms at reception counter, faxing, copying or providing other program support..
2. **Walking** –Occasional: maximum at a time: 5 min. – on pavement, rubber, carpet, cement, tile; sometimes on grassy or wet surfaces. When visiting sites or from building to building, storing and gathering supplies, while running errands.
3. **Reaching/Handling** – Frequent: driving, operating bus door, forward and upward arm extension & wrist movement; use of hands, wrist and fingers. Moving/storing supplies, repetitive writing, computer data entry, filing, organizing files.
4. **Vision** – Continuous: working in artificial lighting conditions – Peripheral vision and depth perception. Writing, reading, computer, operating a vehicle.
5. **Talking & Hearing** – Continuously, in the performance of all facets of the job.
6. **Driving** – Frequently: use of feet, hand and eye coordination and related reflexes.. Operating bus, running errands, visiting different locations, attending trainings.
7. **Bending/Squatting/Kneeling** -Frequent bending at neck, frequent bending at wais and knees and occasional squatting.
8. **Twisting** – Intermittent: knees/waist/neck, climbing and out of bus seat, while retrieving items from bus seats, floor, and answering telephone in office.
9. **Climbing/Balancing** – Occasional: while climbing up and down bus steps to exit and enter bus, at the EHS site or outside meeting locations.
10. **Pushing/Pulling** – Intermittent: maximum 50 lbs. for short distance. Move tables, chairs, supplies, classroom and office equipment.
11. **Lifting or Carrying** – occasional lifting up up to 35 lbs, typically, may assist children onto the bus and into carseats. Ability to carry or drag a child in an emergency situation out of the bus to a safe area. Intermittent carrying office or meeting supplies, literature, etc. to and from vehicles and to and from meetings. Assistance/special equipment can be provided for heavy items.
12. **Overall Strength/Coordination:** physical capability, strength and coordination adequate to drive a 20 passenger bus.

Employee may come into contact with the following product materials: Bleach disinfecting solution, upholstery cleaner, dish & laundry soap, and miscellaneous office products.

Other:

No offer of employment in this position is final until the favorable completion of a Oregon Child Care Division Central Background registry, a physical exam, review of an acceptable driving record, negative TB test and a negative drug screening.

Within 60 days of employment must be Pediatric CPR & First Aid certified and show proof of having taken a “Recognizing Child Abuse and Neglect,” course.

Family Building Blocks believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow instructions and to perform any other duties upon the request of the supervisor. FBB is an equal opportunity employer.

Closing date: When filled.

Applications may be downloaded at: www.familybuildingblocks.org

Interested applicants please forward a completed FBB application and resume to:

Family Building Blocks
EHS Transportation Coordinator
3511 Edgewater Dr NW
Salem, Oregon 97304
Fax #: 503-485-5004