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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:** | **April 26, 2021** |
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| **Purpose:** Safely and reliably transport and assist students to and from school.  |
| **Essential functions:*** 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.
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| **Position Objectives:*** 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.
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| **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.
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| **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.
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| **Minimum Experience:*** Experience working in a team environment.
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| **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.
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| **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.
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| **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.
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| **Minimum Environmental Expectations:*** Possible exposure to blood and bodily fluids or tissues.
* Possible exposure to communicable diseases.
* A large amount of driving is required.
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