

Head Start / Early Head Start Substitute Teachers, Cooks and Drivers: Immediate need for Substitutes in our Burlington, Fort Madison, Keokuk & Mt Pleasant locations. Require HS Diploma or GED. Teachers: should have prior experience working with children ages 0 – 5 in a day care setting. Cooks: experience in large quantity cooking preferred. Bus Drivers: require Class B CDL, school bus & passenger endorsements. All positions: post offer/pre-employment physical, criminal background check and drug testing required. Submit required Agency application to: Community Action of Southeast Iowa, 2850 Mt. Pleasant Street, Suite 108, Burlington, IA 52601 no later than **4:00 pm, Tuesday, August 22, 2017**. Applications available at any Agency center or on this web site. Affirmative Action/Equal Opportunity Employer.

COMMUNITY ACTION OF SOUTHEAST IOWA

JOB DESCRIPTION

Job Title: Head Start Bus Driver
Department: Head Start
Reports to: Head Start Facilities / Transportation Coordinator

Summary: To provide transportation service for children, adults, and/or materials between specified points as necessary for program operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Maintain confidentiality.
2. Transport children, adults, and materials to/from Head Start classrooms and on scheduled field trips.
3. Plan the bus routes and any changes with the Facilities/Transportation Coordinator with input from Lead Teachers.
4. Relay pertinent information concerning the children between staff and families.
5. Ascertain if an approved adult is home before leaving the child. If no adult is at home, the child is returned to the center.
6. Ascertain that all children and adults, including drivers, are using seat belts or safety restraints, as required by law.
7. Keep bus clean inside and out and in good repair.
8. Keep a log up-to-date regarding mileage, repairs, servicing, and daily inspections reports.
9. Report malfunctioning equipment to the Facilities/Transportation Coordinator and assist in getting necessary repairs made.
10. Record and submit clear and timely records and reports and meet all required Agency deadlines.
11. Participate in staff meetings, pre-service, in-services and other training opportunities as mandated.
12. Confer with the Facilities/Transportation Coordinator about road conditions prior to cancellation of class.
13. Perform a mandatory walk-through to determine there are no adults or children remaining on the bus at the beginning and end of each transport.
14. Perform pre-trip and post-trip bus inspections.
15. Obtain the services (when needed) of a substitute driver that meets or exceeds requirements; inform supervisor of such action.
16. Plan and implement emergency bus evacuation training with each classroom, monthly.
17. Supervise and annually evaluate Bus Monitors; submit evaluations to the Facilities/Transportation Coordinator by May 15th each year.
18. Assist in the operation of the lift when loading and/or unloading students and with securing wheel chairs.
19. Be familiar with location and use of emergency equipment.
20. Be familiar with the operation of the two-way radio and of all radio procedures.
21. **Knowledgeable of and responsible for the implementation of the Head Start Performance Standards and aware of the Agency's other programs, mission and goals.**
22. Model professional behavior and dress code.

SUPERVISORY RESPONSIBILITIES: Supervise Bus Monitors when appropriate. Carry out supervisory **responsibilities in accordance with the Agency's policies and applicable laws. Responsibilities include: training employees;** planning, assigning, and directing work; appraising performance; motivating to succeed and taking corrective action, addressing complaints and solving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High School diploma or General Education Degree (GED).

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS: Ability to add **and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurements, volume, and distance.**

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have CDL **driver's license with a Class B passenger** endorsement and school bus endorsement; safe driving record and ability to qualify for insurance. Must obtain and maintain state school bus driver certification. Must obtain School Transportation Operator Program (STOP) training within six (6) months of hire and keep certificate.

OTHER REQUIREMENTS: Must pass a pre-employment drug test. Will be subject to random drug testing as condition of continuing employment. Must be able to travel throughout the four county service area regularly and travel occasionally state **and nationwide. Must have a valid driver's license, access to a vehicle and be insurable.** Prior to employment, and every three years thereafter, employee must have a physical examination with a TB screening (documented on DHS form 470-5152). Upon hire, and as required thereafter, must submit fingerprints for a national criminal record check. Upon hire, and as required thereafter, must obtain/maintain current: First Aid and CPR certification, Mandatory Child Abuse and Neglect certification, Medication Administration training, Universal Precautions, Bus Monitor training and Nutrition/Civil Rights training as required by our regulatory agencies. Employee must have access to working telephone and must keep Central Office informed of the current telephone number.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essentials functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to reach with hands and arms. The employee is required to stand, walk, run, climb, balance, crouch and/or stoop. The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to open and close bus doors, clean the bus inside and outside, carry supplies and check vehicle operation (inspection check).

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essentials of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and vibration. The employee is frequently exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock, and explosives. The employee is regularly exposed to childhood illness. The noise level in the work environment is loud on occasion. May travel in inclement weather. Must be able to quickly adapt to a changing schedule in a hectic environment. May occasionally work evenings and/or weekends.