

PART TIME BUS DRIVER

NATURE OF WORK

Serving the public with bus driving work in transporting children and parents enrolled in the Head Start Program.

DISTINGUISHING FEATURES

Work involves responsibility for providing safe and timely transportation of pre-school children to and from Head Start Sites. Work also involves assisting in Head Start classrooms and performing related work in support of the service needs of the Head Start program.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

Drives bus on daily route, providing door to door bus service, and on community field trips.

Assists in establishing and maintaining transportation routes; assists new bus drivers in establishing routes.

Assists in communication and enforcement of transportation regulations.

Utilizes checklist to ensure all children are accounted for when entering or exiting the bus.

Exercises responsibility for child safety while transporting children.

Maintains appropriate communication with parents and children promoting a positive image of the Head Start Program.

Conducts daily pre- and post-trip inspections of bus; maintains cleanliness of bus; washes bus; checks fluid levels and fuels bus.

Adheres to all requirements as outlined by Illinois Department of Transportation, Secretary of State, Department of Children and Family Services, and the Head Start Performance Standards as outlined in State of Illinois Bus Driver Curriculum.

Completes paperwork as required.

Maintains emergency information readily available for each child on bus.

Keeps bus neat, clean and safe for the transportation of children and parents.

Reports problems/potential problems to Site Manager and Transportation Specialist.

Assists in classrooms as a classroom aide as assigned by supervisor and follows instructions of classroom staff.

Transports food, materials, and equipment as needed.

Maintains reasonable and predictable attendance.

SUPERVISION RECEIVED

Detailed instruction and close supervision are initially provided for employees with no training or experience; however, once an employee experiences all tasks of the position, work is performed independently. A supervisor or an employee of a higher level classification is available to advise or assist as necessary or provide guidance on new or unusual tasks. Work is reviewed in progress and upon completion for quality, thoroughness, accuracy, and conformance to established policies and procedures.

SUPERVISION EXERCISED

Supervision is not a responsibility of positions of this class, although functional direction may be exercised over other program or support staff in connection with various activities of the program. Employees may provide training in operational procedures, orient new employees, or assist in resolving unusual or difficult problems.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work activities require bus driving, which involves traveling throughout the county, as well as attending meetings and conferences, and training that may involve out-of-town travel.. Ability to lift up to 60 pounds occasionally and operate a two-way radio for communication with Head Start dispatching.

SUCCESS FACTORS

Knowledge of the safety requirements and transportation regulations of the Head Start Program, Illinois Department of Transportation, Illinois Secretary of State and DCFS.

Knowledge of the geography and streets of Winnebago County.

Ability to operate a two-way radio.

Ability to establish and maintain good working relationships with employees, children, parents and community contacts.

Skill in the operation of a 35 passenger bus.

EDUCATION, TRAINING AND EXPERIENCE

Graduation from High School or possession of G.E.D. and some driving experience. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license and evidence of vehicle insurance as required by state law.

Possession of valid Illinois Commercial Driver's License (CDL)

School Bus Permit at time of appointment and evidence of vehicle liability insurance.

Must meet Illinois DCFS licensing standards.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.