

# **GATEWAY COMMUNITY ACTION JOB DESCRIPTION**

**Job Title: Head Start Bus Driver/Monitor**

**Classification: Non- Exempt**

**Reports to: Quality Control Manager**

**Date: Revised June 2019**

## **Summary/Objective**

Ensure the safe and timely flow of transportation for preschool age children while adhering to all local, state, and federal transportation regulations

## **Essential Functions**

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

- Maintain accurate record keeping
- Maintain current CDL physical and license
- Adhere to all local, state, and federal regulations
- Submit accurate and complete monthly transportation reports
- Drive/monitor a Head Start bus adhering to all program safety regulations set forth by the program and the Department of Transportation
- Participate in professional development, including but not limited to; staff meetings, monthly center staff meetings, and required training sessions
- Work cooperatively with center level, administrative, and management staff
- Adjust work schedule to meet the needs of program
- Provides staff breaks
- Ensures children are properly secured
- Reports concerns with monitor when/if issues arise
- Maintains confidentiality

## **Competencies**

1. Diversity/Inclusion
2. Ethics/Integrity
3. Attention to detail
4. Organizational Understanding
5. Professionalism
6. Problem Solving
7. Reliability
8. Tact

## **Supervisory Responsibility**

This position has no supervisory responsibility but requires guidance, oversight, and support to ensure accountability for transportation services.

### **Work Environment**

This position requires long riding times, exposure to vibration, and various weather conditions

### **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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a regular part time position. Days and hours of work are Monday through Thursday with flexible work hours and occasional Fridays with flexible work hours.

### **Travel**

Travel is primarily local during the business day, although out-of-area travel may be expected upon notice.

### **Required Education and Experience**

High School Diploma/General Education Degree, Excellent communication and record keeping skills.

### **Preferred Education and Experience**

Experience with driving/monitoring preschool age students.

### **Additional Eligibility Qualifications**

Valid Class C Commercial Driver's License with a PS Endorsement within 60 days of employment.  
Approved CDL Physical Exam.

### **Additional Requirements**

Valid Kentucky driver's license, reliable transportation, and satisfactory background checks. Pass a pre-employment drug test and random drug testing as required. State required minimum vehicle liability insurance and uninsured motorist insurance. Any/all other testing or applicable checks required by local, state, or federal law.

### **AP/EEO Statement**

Gateway Community Action 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 state, federal, or local law.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

CEO: \_\_\_\_\_ Date: \_\_\_\_\_

CCO: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

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

Approved by Board of Directors on: \_\_\_\_\_