



Position: Head Start Bus Driver
Supervisor: Teacher
Classification: Level II, Non-Exempt

+ Overview

The Bus Driver is responsible for the safe and timely delivery of the Head Start children and volunteers, and for maintaining their vehicle in a safe and clean manner. The Bus Driver is responsible for scheduling all routine maintenance and ensuring their bus meets inspection deadlines. The Bus Driver is also responsible for developing, maintaining and managing bus routes in our trip routing software.

+ Essential Job Functions

- Complete pre-trip inspection and report prior to operating vehicle.
- Obey all traffic laws and safety rules set forth by the State of Illinois.
- Follow all transportation procedures set forth by Head Start Performance Standard 1310.
- Maintain a clean and safe bus at all times.
- Schedule regular maintenance and periodic bus inspections.
- Develop and maintain bus route(s) in accordance with program's Trip Routing Procedures & Guidelines.
- Monitor weather/road conditions in accordance with Weather Cancellation Procedure.
- Provide a current bus route/time schedule to the teacher and Management Systems Manager on Point.
- Conduct emergency evacuation drills (September, January, and April).
- Turn in all paperwork in an accurate and timely manner.
- Interact with children in a developmentally appropriate manner using positive/Conscious discipline techniques.
- Assist in classroom under guidance of the teacher.
- Assist in the building as requested
- Assist with cleaning the building and all other assigned tasks.
- Maintain confidentiality of all information regarding children, families and staff.
- Assist in recruitment of children as specified by Recruitment Process.
- Support families in the School Readiness and the Parent, Family and Community Engagement processes.
- Attend all staff meetings, trainings, workshops, and conferences in accordance with Head Start Performance Standards and DCFS Licensing standards with a minimum of 20 hours in-service training annually.
- Perform other duties and assist in other service areas as assigned.
- Perform job duties as per timeline.
- Perform any other duties needed to help drive our vision, fulfill our mission, and abide by our organization's values.

+ Education and Experience

- Must meet DCFS licensing requirements for support staff (Section 407.100)
- Successfully complete fingerprint and background check as required by 89 Ill. Adm. Code 385, Background checks (Section 407.110)
- High school diploma or GED.
- Must maintain an Illinois Commercial Driver's License (CDL) and Illinois School Bus Permit.
- Must be at least 21 years of age.
- Must be physically able to lift 50 pounds and assist children as needed.

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

Updated: July 6, 2023

Community Action Partnership of Central Illinois Job Description

- Must successfully complete CPR, First Aid, Food Handler’s Certificate and any other certification deemed necessary for operation of the site.
- Dependable vehicle and proof of insurance.

+ Benefits

- Major Medical Plan. Community Action will pay a percentage of a monthly medical premium.
- Employee Term Life Insurance up to \$30,000 depending on age, spousal coverage (up to age 70) for \$10,000 and/or child coverage (up to age 26) for \$2,500 per child.
- Dental and Vision Insurance Plan (Employer paid for the employee, employees can choose to add on dependents at their own expense.)
- 403-b Retirement plan (after 1-year CAPCIL will match up to 3%)
- Annual Leave (2 weeks available after 90-day probationary period, prorated based on hire date and increases with continued employment)
- 3 Personal Days (Available on your first day and prorated based on hire date)
- Sick Leave (accrues at the rate of 4 hours per pay period for Full-Time and 2 hours per pay period for Part Time)
- 18 Paid Holidays (Including your birthday)

+ Key Performance Indicators

Outcome	Performance Indicator	Measure and Tool	What does Good Look Like?
Bus Drivers maintain all CDL and Bus Permit requirements with no lapses.	Maintain all CDL and Bus Permit requirements	Copy of CDL, Clean record with the Secretary of the State, and copy of Bus Permit	Current CDL and Bus Permit at all time
Buses are kept clean and in a safe manner at all times.	Routine cleaning and preventative maintenance	Preventative Maintenance and Bus Inspections are completed Bus Observations	100% of preventative maintenance is completed No significant findings on Bus Observations
Maintain a healthy enrollment pool of Head Start and Early Head Start applicants	Active participant in recruitment activities	Recruitment Event Summary Sheet	Participation in 50% of planned recruitment events.

Signature of Staff Member

Date

Signature of Human Resources Director

Date