



Inter-County Community Council Center - Bus Driver Position Description

Position Purpose

To provide transportation for Head Start enrolled children on Head Start provided buses.

Essential Job Responsibilities: Performance Indicators

Transportation

1. Complete pre & post trip inspections of each bus. All maintenance issues will be logged on bus route attendance sheets and reported to Aaron Edman for follow up.
2. Transport children home / to child care after classroom day. Report any behavior concerns to Center Education staff as needed. Attend Center meetings as necessary to work on behavior issues.
3. Follow all ICCC transportation policies for proper transportation of children. Training will be provided for all driving staff on proper procedures based on Head Start regulations.
4. Transport children / staff / volunteers for classroom field trips.

Staff Trainings / Meetings, Community Collaboration, Misc.

1. Be familiar with, understand and follow the Federal Head Start Performance Standards.
2. Be familiar with, understand and follow the ICCC Personnel Policies and values.
3. Engage parents in volunteering, community service, and other ways of contributing to program activities and services.
4. Attend meetings, staffing, trainings, and professional development activities as appropriate to maintain current credentials.
5. Attend all in house staff training opportunities as assigned.

Minimum Requirements:

- Minimum of high school diploma / GED.
- Valid MN Commercial Drivers License, experience driving school buses preferred.

Knowledge, Skills and Abilities:

- Ability to work in a professional manner with others in a team environment.
- Ability to closely monitor and supervise the needs of children.
- Ability to respond to behavioral issues with appropriate behavioral guidance techniques.
- Daily kneeling, stooping, bending, and sitting on the floor to attend to children's needs.
- Must have a valid MN Driver's License and proof of insurance.
- At time of hire and annually upon return to employment, must pass a MN Background Study.
- At time of hire, must be approved by ICCC Head Start Policy Council.

Position Information

- Short term substitute, short call, less than 25 hours a week
- Immediate Supervisor: Child Services Coordinator
- Starting Salary Range: \$16.40
- Non-exempt
- Working Hours: Primarily 6:45 am-8:30 am & 2:45-4:30 pm, flexibility for weather and route issues
- Office Location: TRF or Bagley Center