



**Inter-County Community Council  
TRF Center  
Bus Driver  
Position Description**

**Position Purpose**

To provide transportation to and from the classroom for children enrolled in the TRF center classroom. Promote health and safety of the children at all times.

**Essential Job Responsibilities: Performance Indicators**

**Transportation**

1. Create bus / transportation routes utilizing class lists and information from parents / guardians.
2. Transport children to the center at the beginning of the classroom day.
3. Transport children home / to child care after classroom day.
4. Follow all ICCC transportation policies for proper transportation of children.
5. Transport children / staff / volunteers for classroom field trips.
6. Maintain assigned buses following ICCC policies.

**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.
6. Participate in strategic planning, program self-assessment, and other efforts for program improvement.
7. Attend mid-year and annual performance evaluation and complete annual goal setting to improve job performance.

**Minimum Requirements:**

- Minimum of high school diploma / GED.
- Valid MN Commercial Drivers License, or be eligible / willing to obtain CDL prior to driving, 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 / CDL, including valid health card, 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**

- Part time (15-18 hrs/wk), 9 month Position

- Immediate Supervisor: Child Services Coordinator
- Starting Salary Range: \$16.24
- Non-exempt
- Working Hours: Primarily 6:45-8:15 am & 2:45-4:15 pm, typically Monday-Thursday, with additional hours for monthly staff days
- Office Location: TRF Center / Oklee Office for scheduled Staff Days

Updated: 8/17