



Bus Driver

Position Description

Job Description

This position is non-exempt

Responsibilities:

This individual is responsible for the safe transportation of children on the Guild of St. Agnes vehicle.

Organization Structure:

Bus drivers report to the Director of Transportation, Assistant Director Transportation, Center Director or Family Child Care Coordinator. in locations where there is no Transportation Supervisor.

Essential Functions:

- Maintain a safe driving record in compliance with Massachusetts state law
- Ability to pass the BRC including CORI, DCF and Fingerprint tests
- Drive one or more types of passenger buses that carry 7 to 20 passengers.
- Maintain effective and positive communication with families, staff and peers.
- Effectively supervise children by sight and sound
- The ability to comply with verbal and written communications
- The ability to lift children up to 40 pounds
- Display good judgement, emotional maturity and stability
- Maintain a clean drug and alcohol screening

Specific Responsibilities:

- Provide consistent, prompt, courteous passenger service
- Provide safe passenger service to all children
- Document routine service and maintenance of vehicle using a Vehicle Inspection Report on a daily basis.
- Possess knowledge of and apply the regulations of car seats and seatbelts for children of various ages.
- Responsible for all vehicle liquids including regular oil changes
- Read, and correctly interpret the daily transportation log
- Review and verify the sign in sign out sheet after each Center/home drop off.
- Upon completion of each shift, be responsible for ensuring the vehicle is empty.
- Make sure a second person signs off that the bus is empty after each run
- Once you determine the bus is empty place the Bus is Empty sign on the back of the vehicle window after each run.
- Maintain continuous communication with your supervisor with the use of a two-

way radio making sure to safely pull over to the side of the road and turn off the vehicle.

- Communicate with your supervisor regarding any incidents on the vehicle.
- Be responsible for the Authorization and Consent forms for all children
- Participate in training programs in compliance with the regulations set by the Department of Telecommunications and Energy and the Department of Early Education and Care.
- Other duties as assigned.

Qualifications:

- Maintain a current CDL driver's license with passenger endorsement and a school bus license.
- CDL Drivers are required to know and understand the use of and placement of car seats, booster seats and seat belt safety for all children
- Proof of a safe driving record in accordance with the Department of Telecommunications and Energy.
- Maintain a current certification in CPR and First Aid
- Maintain an acceptable BRC and Fingerprint check in accordance with the Department of Education and Care.
- Complete an annual physical exam in accordance with the Department of Education and Care.
- Complete a successful pre-employment and random drug and alcohol screening.

I have read and understand this job description.

Signature

Date

Name: (please print)

February 2018