WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina

JOB DESCRIPTION

JOB TITLE:	BUS DRIVER/CUSTODIAN	GRADE:	2
COMPONENT:	HEAD START	DATE REVISED:	01/01/201203/05/2010
REPORTS TO:	TRANSPORTATION MANAGER	STATUS:	NON-EXEMPT

Hourly Range $8.36 – 12.53

I. INTRODUCTION: Under general supervision of the Transportation Manager, transports children enrolled in Head Start to and from the center in a safe manner. Assists with implementation of center activities as directed; maintains cleanliness and orderliness of center and vehicle.

II. DUTIES AND RESPONSIBILITIES:

1. Transports children to and from center in a safe manner.
2. Directs bus monitor to maintain order and supervise activities of children while in transit.
3. Transport children to and from medical/dental appointments and field trips as necessary.
4. Assists with pre-planned center activities (classroom, outdoor, field trips, etc.) and in supervision of children while participating in activities.
5. Maintains cleanliness and orderliness of center on a daily basis under the direction of the Center Supervisor.
6. Monitors and maintains all center property including equipment to insure health and safety.
7. Maintains agency buses including cleanliness (inside and outside); checking all equipment/accessories and maintaining vehicle in working condition; making request for needed repairs, servicing, inspections, etc. when needed.
8. Participates in all pre-service and in-service trainings, workshop, etc., and follow an individualized professional development plan.
9. Assists the Transportation Manager in analyzing bus routes for cost savings in vehicle expense.
10. Assists in increasing in-kind services and donations each year.
11. Such other duties as are assigned within state and federal guidelines.

III. QUALIFICATIONS:

A. NECESSARY (entry requirements):

1. High school diploma or GED and at least one (1) year experience in working with pre-school children or in transporting of persons on a daily basis for another agency or county; or tenth grade education and two (2) years experience in working with pre-school children or in transporting of persons on a daily basis for another agency or county.
2. Valid CDL (Commercial Driver's License) with a P & S (Passenger and School Bus) endorsement.
3. At least two (2) years experience in principles and practices of vehicle safety and motor vehicle laws.
4. Able to attend overnight meetings.
5. Ability to maintain and retrieve files and visually review.
6. Able to lift 25 pounds.
7. Must be able to pass a SLED/FBI criminal background check and required health screening.

B. DESIRABLE:

1. Resident of the area in which center is located.
2. Must be able to communicate effectively with children, staff, and parents.
3. Basic computer skills.

IV. MOBILITY:

Upward----------Transportation Manager
Lateral----------Assistant Teacher
Downward----------Cook

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SIGNATURE DATE