

## **FIELD OPERATION TEAM**

**JOB TITLE:** Bus Driver/Maintenance

**Working Hours:** Monday - Friday

**Salary Range:**

### **GENERAL DUTIES:**

Under the supervision of the Center Director, the Bus Driver/Maintenance is responsible for the transporting of Head Start enrollees according to the Performance Standards and CSRA EOA, Inc. Policies.

### **SPECIFIC DUTIES:**

1. Transport children to and from center.
2. Provide first aid and emergency assistance to children as needed.
3. Provides transportation for field trips and other appointments scheduled for the children.
4. Provide transportation for parents to center.
5. Transport parents and staff to meetings and designated places.
6. Transport meals and supplies.
7. Keep building and grounds clean and safe.
8. Check security of building daily.
9. Remove hazardous debris from center grounds.
10. Cut and rake yards.
11. Keep buses clean and safe at all time:
  - a) clean windshields, lights, windows and mirrors daily,
  - b) check emergency door to ensure proper operation.
  - c) check oil, brake fluid, radiator and battery.
  - d) check horn, tires, lights and mirrors.
  - e) Keep inside and outside of bus clean on a daily basis.
  - f) Monitor wheel alignment.
  - g) Take bus to shop for repairs as needed.
  - h) Keep bus secure and in a safe place when not in use.
12. Store center equipment and supplies.
13. Move center equipment, furniture and supplies.

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14. Clean center daily.
  - a. Sweep, mop, wax, buff and/or vacuum all floors.
  - b. Remove trash and garbage from building daily.
  - c. Report to Center Director repairs needed.
  - d. Make minor repairs to center building and playground equipment
  - e. Maintain inventory and request janitorial supplies.
  - f. Keep janitorial supplies in a safe locked area.
  - g. Perform cleaning tasks such as dusting, washing windows and walls.
  - h. Replace light bulbs and fuses when needed.
  - i. Change filter in air and heating units
  - j. Check and replenish tissue, soap and towels in each rest room on a daily basis.
15. Report all accidents to supervisor and other proper authorities.
16. Keep daily trip reports and turn in to supervisor weekly.
17. Organize and submit all invoices.
18. Recruit volunteers and in-kind contributions.
19. Participate in the recruitment process.
20. Assist in the classroom whenever it is deemed necessary by the Center Director.
21. Perform other duties as assigned.

**SUPERVISORY CONTROL**

The Bus Driver/Maintenance is responsible to the Center Director who is responsible to the Operations Manager.

The Center Director is responsible for evaluating the Bus Driver/Maintenance on an annual basis with input from the Transportation Manager on the Head Start evaluation tool.

**OTHER SIGNIFICANT FACTS:**

1. Must have the ability to travel out of town and at night.
2. Must have reliable transportation.
3. Must be able to lift 50 pounds or more and wear back brace when lifting.

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4. Must have yearly physical and health card.
5. Must have CPR and First Aid.
6. Must be able to communicate effectively orally and in writing.
7. Must have the ability to perform tasks with minimum supervision.
8. Must participate in recruitment drive.

**QUALIFICATIONS:**

1. Must have a minimum of a high school diploma or GED
2. Must have a valid CDL with P endorsement.
3. Must have written and oral communication skills.
4. Current MVR.