

Crook/Weston Counties Home Start is accepting applications for a Bus Driver position. CDL training will be provided. Pre-employment background check and drug test required.

For more information see job description below.

WYOMING CHILD AND FAMILY DEVELOPMENT, Inc.
JOB DESCRIPTION

(7/07)

TITLE OF POSITION: BUS DRIVER

SUPERVISED BY: Center Coordinator

GENERAL RESPONSIBILITY: To safely transport children and families to and from the center. To maintain the bus and other Wyoming Child and Family Development Inc. vehicles in safe and clean condition.

MINIMUM QUALIFICATIONS: Must be twenty-five (25) years of age, possess a good driving record with a valid Wyoming Driver's License and have liability insurance as required by Wyoming State Law. Will be required to obtain a Class C Commercial Driver's License with "S" and "P" endorsements. Must be able to work well with birth to six-year-old children, and adults, including those from low income families and with special needs. Must have the interpersonal skills to work with diverse families and staff.

Must have an employment physical, TB test, CPR and First Aid training completed within 90 days, unless otherwise specified by the supervisor. Drivers are subject to random drug testing and alcohol testing during employment. Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry Background check. Must be able to perform the essential functions of the position as described in the job description without presenting a danger to self or others with or without reasonable accommodations.

ESSENTIAL FUNCTIONS:

1. Coordinates with the center coordinator all transportation needs for the day.
2. Picks up the children and/or families at their homes or at approved bus stops and transport them safely to the center.
3. Observes all traffic laws and safety requirements, including pre-trip inspections.
4. Returns the children and/or families safely home or to approved bus stop.
5. Organizes bus routes and manages time efficiently.
6. Provides for regular maintenance and upkeep on the bus or any other Wyoming Child and Family Development Inc. vehicle assigned to your center. This includes, but is not limited to regular service appointments, annual vehicle safety inspection, cleaning, tire rotation, repairs and licensing.
7. Maintains required paper work for the bus including the miles and operating expense log, receipts, maintenance records, etc.
8. Provides emergency care to children and families as appropriate.

9. Maintains the confidentiality of program children, families and staff.
10. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
11. Follows all policies and procedures of Wyoming Child and Family Development, Inc.
12. Respects the dignity of each enrolled person and treats him/her with fairness and courtesy.
13. Ensures the safety of all enrolled children and families while participating in Wyoming Child and Family Development Inc. programs.
14. Ensures all children in Wyoming Child and Family Development are accounted for and reach their destination safely.
15. Permits no alcohol or illegal drugs on vehicle or permit no one in vehicle known to have alcohol or illegal drugs in their system.
16. Permits no dangerous or potentially dangerous items on the bus such as guns, knives, etc.
17. Ensures that there is a responsible adult (parent, guardian or designee) at the stop before leaving child.
18. Maintains order on the bus using positive guidance techniques.
19. Ensures that all children and adults are buckled in seat belts or child restraints.
20. Provides messages to the parents from the center staff as required on the route and from the parents to the center staff as well.
21. Promotes positive public relations within the work setting and in the community.
22. Seeks appropriate additional tasks when work is completed.
23. Performs other duties as assigned by the Board or its designee.
24. Attends required training sessions.
25. Facilitates child and family outreach recruitment efforts for all WCFD programs.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

1. Must be able and willing to drive in a variety of weather conditions.
2. Must be able to climb in and out of a bus without fatigue or discomfort.
3. Must be able to safely operate and drive a Class A bus.
4. Must be able to lift up to 50 pounds.
5. Must be able to communicate effectively with the staff, children and families.
6. Must be able to hear quiet speech sounds, with or without aid.
7. Possess proper stress management and child management techniques and remain composed in stressful situations.
8. Must be able to work outside of buildings 95% of the time.
9. Must be able to work in an air-conditioned building and under fluorescent lights 5% of the time.
10. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
11. Read gauges on dash of bus and recognize indicator of problems.
12. Must be able to tolerate possible gas and diesel fumes.
13. Must be able to tolerate dust and gravel.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE JOB. IN OTHER WORDS, YOU MUST MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE JOB.

