

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **SUBSTITUTE BUS DRIVER**

DIVISION: Early Childhood Development

PURPOSE: Provides efficient and safe transportation services to children and families engaged in the Head Start/Early Head Start programs and cleaning services to our centers.

QUALIFICATIONS:

Education: High School Diploma or equivalent with class B Commercial Driver's License [CDL] with school bus and passenger endorsement.

Experience: Prior Bus Driving Experience required and experience driving pre-school age children preferred.

Skills, Abilities, and Knowledge:

- a. Ability to follow orders
- b. Ability to apply independent judgment
- c. Ability to apply safety in one's job and activities
- d. Excellent driving ability
- e. Machine operation could include car wash, rug cleaner, buffer, waxer, vacuum
- f. Equipment operation could include agency car or truck, van, or bus

REPORTS TO: Child Development and Education Classroom Manager

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently

Physical Effort: Medium physical effort (up to 30 pounds), sitting, standing, bending, pulling and pushing.

Special Demands: Considerable driving and possible eye strain.

Special Requirements: Current Act 33 and Act 34 clearance documentation and FBI/DPW clearance documentation at hire. Verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

Duties May include any or all of the following. This list is intended to be representative.

01. Completes pre and post trip procedures including vehicle checks of oil, fluids, tires, lights, etc.
02. Maintains cleanliness of vehicles.
03. Observe all safety precautions – safety belts, defensive driving, speed limits, etc. in accordance with state and federal regulations.
04. Keep time schedule by promptly:
 - Picking up and delivering children to centers and waiting for health checks to be performed, etc.
 - Driving children home if they become ill and parent is unable to pick them up
 - Providing transportation for community outings, special events, socializations etc.
05. Complete transportation forms such as vehicle pre-checks, logs, timesheets, etc.
06. Complete documentation regarding incidents occurred during transporting of children.
07. Responsible for janitorial work as assigned.
 - Follow daily schedule including clean up and checking of bus, playground, classroom, office and bathroom areas.
 - Clean classroom, including sweeping, mopping and vacuuming
 - Take out trash
 - Clean up outside grounds, including playground
 - Cut grass

- Snow removal
 - Follow federal and state regulations for storage of cleaning supplies, paper supplies and other chemicals
08. Be available to work non-traditional hours to meet the needs of the enrolled families (evenings and weekends) – adjusted schedules.
 09. Complete summer work duties as assigned.
 - Floor Crew – stripping, scraping and waxing floors; scrubbing carpets/rugs
 - Grass Crew – cutting, weed whacking
 - Bus Crew – detailing, washing, waxing and buffing buses
 - Paint Crew – inside painting of walls and trim and touch up painting
 10. Assist in classroom when assigned or requested or as substitutes.
 11. Attend meetings and trainings when required.
 12. Perform other work as required or requested.

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public’s impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: E

HOURLY WAGE: \$11.44

HOURS PER WEEK:

On call basis

Possible non-traditional