

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**

**JOB DESCRIPTION**

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**POSITION:** **PART-TIME BUS DRIVER**

**DIVISION:** Early Childhood Development

**PURPOSE:** Provides efficient and safe transportation to children and families engaged in the Head Start/Early Head Start programs.

**QUALIFICATIONS:**

Education: High School Diploma or equivalent with class B Commercial Driver's License (CDL) with school bus and passenger endorsement and air brake restrictions removed.

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

Skills, Abilities, and Knowledge:

- a. Ability to follow instructions
- b. Ability to apply independent judgment
- c. Ability to apply safety in one's job and activities
- d. Excellent driving ability
- e. Equipment operation could include agency car or truck, van, or bus

**REPORTS TO:** Child Development & Education Supervisor

**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 50 pounds) sitting, standing, lifting, bending, pulling and pushing

Special Demands: Considerable driving and possible eye strain.

Special Requirements: Current Act 33 and Act 34 and DPW/FBI clearance documentation at hire.

Requires CDL license and school bus and passenger endorsement.

Valid PA driver's license, 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. Complete pre-trip and post trip procedures including vehicle checks of oil, fluids, tires, lights, etc.
02. Maintain cleanliness of vehicles.
03. Observe all safety precautions – safety belts, defensive driving, and speed limits 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, ect.
  - 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. Attend meetings and trainings when required.

**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-1

**HOURLY WAGE:** \$12.00

**HOURS PER WEEK:** 20-25  
Hours to be determined  
Possible non-traditional