

POSITION	BUS DRIVER
CLASSIFICATION	Non-Exempt
COMPENSATION	Level K
SUPERVISORY CONTROL	Transportation Systems Manager
SUPERVISION EXERCISED	N/A
SUMMARY of RESPONSIBILITIES	
Transport children and parents to and from program activities.	

QUALIFICATIONS

<p>EDUCATION & EXPERIENCE: Required: Proof of a safe driving record, proper insurance, and current Commercial Driver's License with S endorsement, have been a licensed driver for at least the past 5 years; high school diploma or GED or being willing to obtain one within first two years of employment</p>	<p>KNOWLEDGE & SKILLS Required:</p> <ul style="list-style-type: none"> • Safe driving skills • Child behavior management which supports safe transportation
---	--

GENERAL EXPECTATIONS

1. Have an interest in and concern for children and their families.
2. Follow policies and procedures of the organization.
3. Consistently report to work on time prepared to perform duties of position.
4. Support agency mission and program philosophy and believe in the goals and purposes.
5. Maintain confidentiality.
6. Maintain a positive and respectful attitude.
7. Use agency computer system to complete duties.
8. Attend and make use of training opportunities.

DUTIES AND RESPONSIBILITIES

1. Be responsible for the vehicle and passengers while driving.
2. Transport children to school, class field trips, parent meetings, and other program activities as assigned including evening meetings.
3. Must be willing to drive at other sites, as assigned.
4. Pick up and deliver supplies.
5. Assist with program activities in and out of the classroom when needed.
6. Maintain vehicle according to CDL and SUMCD standards.
7. Ensure that transportation regulations are applied.
8. Maintain a pleasant atmosphere on vehicle.
9. Provide transportation to children and families in personal vehicle or agency vehicles as needed.
10. Perform other duties as assigned.

PHYSICAL FUNCTIONS

Physical ability to lift, bend, stoop, and assist passengers on a daily and regular basis; ability to navigate through traffic; work in various weather conditions, safe driving record, good physical and visual health, and ability to pass DOT physical and alcohol/drug testing requirements. Must not be prone to motion sickness.

MARGINAL FUNCTIONS

Provide transportation in personal vehicle or agency vehicles as needed: Have access to a vehicle with current registration, inspection and insurance; have a valid state driver's license; agree to use safety equipment in the vehicle properly; and be willing to use this vehicle on the job for self and transportation of others.

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone of this position may perform. All employees of Snyder Union Mifflin Child Development, Inc. are expected to perform tasks as assigned, regardless of job title or routine job duties.

I HAVE READ AND UNDERSTAND THE DUTIES AND RESPONSIBILITIES OF THIS POSITION.

Name

Date