

**COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA**  
**Child Development Programs**  
**Job Description**

**Job Title:** Seasonal Migrant Bus Driver

**Reports to:** Site Facilitator

**Areas of Responsibility:** Transport children to and from center and to field trips and other center activities in a timely, safe and pleasant manner in accordance with Dept. of Health and Human Services Administration for Children, Youth and Families (ACYF) Head Start Performance Standards and state transportation regulations.

**Major Duties:**

1. Operate assigned bus to transport children to and from center and to other center activities in a safe and pleasant manner, maintaining a positive environment for children.
2. Ensure no child is left unsupervised on the bus.
3. Keep order on bus, and report relevant information to supervisor.
4. Complete necessary records such as to ensure effective operations of transportation system.
5. Insure bus is clean and in proper and safe working condition.
6. Communicate effectively and respectfully with children and families and encourage family involvement in the program..
7. Model positive regard for program in the community.
8. Maintain confidentiality regarding Program children, family and staff.
9. Participate and contribute to support a quality program through participation in team meetings, training and program assessment.
10. Carry out other duties as assigned.

**Working Conditions:**

- Transporting children 85%
- Paperwork 5%
- Bus maintenance 5%
- In-service, training, meetings 5%
- Will work some evenings to provide transportation for parent and community meetings.

**Physical Requirements:**

1. Must complete an annual health physical.
2. This job has safety sensitive functions related to safety of children, therefore, applicant must successfully pass entry and random drug and alcohol testing.
3. Ability to hear and use cell phone.
4. Able to lift 50 lbs.
5. Able to physically evacuate children from bus.

**Minimum Qualifications:**

**Grade: 6**

1. Commercial Driver's License (CDL) with passenger endorsement and school bus endorsement, a level one card, and have bus permit and a safe driving record
2. Age 21 or above.
3. Must be able to obtain CPR/First Aide certification within three months of hire.