

**COMMUNITY ACTION, INC. OF HAYS, CALDWELL AND BLANCO COUNTIES
JOB VACANCY NOTICE # 10-17**

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Date Posted: February 24, 2010

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| Program: | Early Childhood Education | Position: | Bus Driver |
| Location: | Hays & Caldwell Counties | Status: | Casual / Substitute |
| Schedule: | Schedule Will Vary | Salary: | \$10.99-\$15.70 Hr/ 46 Wk Yr |
| | Application Deadline: Open Until Filled | | |

Mission:

To mobilize resources and engage communities in order to move families out of poverty and to ensure their children's success in school.

Strategic Function:

Transport children with disabilities as scheduled to and from Center.

Operating Principles:

- A. *Lifelong Learning:* Seeks innovative opportunities to expand knowledge, skills, and experiences.
- B. *Effective Communication:* Provides well thought-out, concise, and timely oral and written information.
- C. *Teamwork:* Considers group effort more important than individual effort.
- D. *High Personal Standards:* Sets challenging goals and continuously seeks feedback and opportunities to improve performance.
- E. *Flexibility:* Accepts other viewpoints, shifts strategies if necessary, and adjusts to changing work priorities.
- F. *Concern for Accuracy and Effectiveness:* Considers how work impacts both short term and long term operating efficiencies.
- G. *Initiative:* Is proactive rather than reactive.
- H. *Courteous and Respectful:* Ensures all business dealings and relationships are conducted fairly and honestly.

Duties/Responsibilities:

- 1. Adhere to Transportation Policy and Procedures.
- 2. Drive bus to pick up children in the mornings and take them home in the afternoons. Complete Transportation Log on every trip.
- 3. Complete Daily Vehicle Inspection Report for Pre/Post inspections.
- 4. Carry and maintain First Aid Kit, fire extinguisher, blanket, flashlight, driver's notebook, and children's emergency cards at all times.
- 5. Report all accidents immediately to supervisor.
- 6. Use agency vehicle for Head Start business only.
- 7. Load and unload children at curbside of vehicle or in a protected parking area or driveway.
- 8. Check vehicle to assure all passengers have exited and materials have been picked up after the completion of each route.
- 9. Assure clean up tasks are done on a daily basis. Wash bus once a week.
- 10. Arrive on time and follow work schedule (unless specified by immediate supervisor).
- 11. Set up monthly maintenance of agency vehicle.
- 12. Assure an 18 year old or older person documented on release of child form and emergency card is there to receive child on a daily basis.
- 13. Assure children are left at home (or specified address) or returned to center to be picked up by an authorized parent or guardian.
- 14. Assure liability insurance card is in authorized vehicle at all times and is kept up to date.
- 15. Provide safe and comfortable transportation for all children.
- 16. Assure that an adult is available to ride in the vehicle with driver on a daily basis.
- 17. Assure that the vehicle load limit is not abused.
- 18. Check that all passengers are properly seat belted. Seat belts not being used are also buckled.
- 19. Notify Center Director when inspection sticker and license tags are due for renewal.
- 20. Give Center Director 24 hour notice when unable to drive as well as when unable to find a rider.
- 21. Transport children to and from field trips.

GENERAL DUTIES AND RESPONSIBILITIES

- 1. Refer all parent questions/suggestions inquiries, etc. to the Center Director/Lead Teacher.
- 2. Report all suspected child abuse to the Child Abuse Hotline at 1-800-252-5400 and to immediate supervisor or Family Service Director.

3. Adhere to appropriate Dress Code Policy.
4. Attend all staff meetings as assigned.
5. Participate in workshops, in-service training, and make use of all personal and professional growth opportunities.
6. Perform routine clean-up tasks as needed.
7. Perform all tasks as assigned by your supervisor.

General Indicators:

1. Submits time sheets accurately and on time to supervisor.
2. Submits mileage accurately and on time to supervisor
3. Attends all staff and other meetings as assigned
4. Manages time effectively.
5. Is a positive role model
6. Maintains confidentiality: records, client services, and staff.
7. Adheres to Agency's best practices related to time and leave.
8. Dress is appropriate to work environment.
9. Maintains a safe, orderly and clean environment.
10. All other duties as assigned.

Qualifications:

Preferred:

Ability to communicate effectively in English/Spanish.

Required:

1. Valid Texas chauffeur's license or Commercial's Driver's License (CDL)
2. Certified in School Bus Driver Training

EDUCATION:

High School Diploma or GED

EXPERIENCE:

1. One year (1) experience driving a vehicle, school bus or taxi.

SKILLS:

1. Careful and responsible driver.
2. Reading, writing and math skills.
3. Ability to drive all vehicles (bus/van)
4. Knowledge of first aid
5. Ability to work with young children

Physical Requirements:

1. Lift 50 pounds
2. Pre-employment DOT Physical
3. Annual DOT Physical
4. Pre-employment DOT Drug Screen
5. Random DOT Drug Screen
6. Requires intermittent sitting, standing, walking, twisting, and bending.
7. Simple grasping and hand manipulation required, as well as reaching above and below shoulder level.

Other Requirements:

1. Pre-employment driver's license check
2. Annual driver's license check
3. Documentation of Tuberculin - Free condition
4. Valid insurance (personal injury and liability)
5. Daily access to a vehicle.

Interested applicants should contact Ruth Salinas at:

P.O. Box 748, San Marcos, TX 78667-0748

(512) 392-1161 ext. 308

hrdept@communityaction.com

For additional information about Community Action, Inc. visit our Website at

www.communityaction.com.