

HONOLULU COMMUNITY ACTION PROGRAM, INC.

POSITION DESCRIPTION

POSITION TITLE : Bus Driver
SALARY RANGE : 8
FLSA STATUS : Non-Exempt
REPORT TO : Facilities Manager
SUPERVISES : None

INTRODUCTION

To provide safe bus transportation for Head Start children, assuring that each child is picked up and delivered on schedule. To cooperate with Teachers to promote the health and education of each child, and to work with center staff to assure a smooth flow of written communication between families and Head Start sites. On-call, as needed in absence of regular bus driver.

CORE COMPETENCIES

1. Communications - Must be able to communicate and work effectively with people of diverse social, economic and racial backgrounds. Must have the ability to read and write English at a high school level.
2. Teamwork – Has the ability and desire to work cooperatively with others on a team and as appropriate as a team leader. Demonstrates interest, skill, and success in getting groups to learn to work together.
3. Problem Solving – Has the ability to systematically identify and define a problem, determines the cause of the problem, identify, and prioritize and select alternatives for a solution, and implement a “best fit” solution
4. Build Collaborative Relationships/Teamwork – Develops and maintains win/win relationships and partnerships. The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support.
5. Decision Making/Problem Solving/Analytical Ability – Able to make difficult and appropriate decision in a timely manner.
6. Self Development – Has the ability to demonstrate self-initiative and motivation for continuous learning, personal development and personal growth.

ESSENTIAL POSITION RESPONSIBILITIES includes the following. Other duties may be assigned:

DRIVING (75%)

1. Schedule classroom field trips .
2. Train staff and children about Transportation Safety, which includes:
 - a. Pedestrian Safety
 - b. Bus/Car SafetyTo meet Head Start Compliance
3. Transport children to and from Head Start centers. The school bus seats 53 passengers.
4. Ensure that all passengers wear seat belts.
5. Assure that each child is delivered to the care of a responsible adult.
6. Visually observe the health of each child on the bus.

MAINTENANCE (15%)

1. Maintain records and schedule bus/vehicle maintenance as required.
2. Keep drivers up to date (renewals) with licenses, medical card/TB, and training as needed to meet CDL standards.
3. Do minor repair work on buses and vehicles.
4. Work with teachers and transportation manager to design efficient bus routes.
5. Perform a complete visual safety check of each bus driven on a daily basis.

MINOR JOB RESPONSIBILITIES (10%)

1. Keep interior of bus clean daily, and exterior as needed.
2. Report any needed repairs, and deliver bus to repair site.
3. Record mileage and gas.
4. Pick up supplies as needed.
5. Other duties as requested.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION

High school diploma or GED

COMMUNICATION SKILLS

- Frequent in-person contact with parents, children, and teachers to coordinate the flow of information on behalf of the development of the children.
- Frequent telephone contact with supervisor to exchange safety and scheduling information.
- Frequent written notes to communicate with center staff and teachers.
- All communications are potentially sensitive and are subject to Head Start's policy on confidentiality.

REASONING ABILITY

- Ability to visually assess the health of children.
- Intermediate level decisions needed to adhere to safety and scheduling considerations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Commercial Driver's License (Class B, Passenger P, and School Bus S) and driving record free of any moving violations within the last three years.
- Must be CPR/First Aid certified

REQUIRED SKILLS, KNOWLEDGE & ABILITIES

- Working knowledge of the behaviors and developmental stages of pre-school children, typically gained by working one year or more in a school or preschool setting.
- Strong written and oral communications skills.
- Ability to balance safety considerations with the children's need to be active.
- Ability to maintain schedules while meeting individual needs of children and families.
- Drug and alcohol testing on request.

DESIRED SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of the characteristics of low-income areas and the community resources on Oahu.
- Knowledge of the multi-ethnic cultures common to Oahu.

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical strength and coordination adequate to drive a 24 passenger bus

	Never/ Rarely	At Times	Often/ Constant
Work Locations : in doors	X		
Work Locations : outdoors			X
Work Locations : sitting			X
Walking/standing	X		
Bending/crouching/reaching, etc		X	
Lifting/carrying - light (up to 10 lbs)			X
- medium (11 to 20 lbs)			X
- heavy (over 20 lbs)			X
Contact with hazardous materials	X		
Dust, smoke, odors, noise, etc	X		

Travel - inter-island	X		
Travel - long distance (mainland, international)	X		
Use standard office equipment (including PC keyboard)		X	

BENEFITS

- Company paid life insurance and health insurance.
- Paid time off including vacation, sick leave and paid holidays.
- Retirement benefits.
- Leaves of Absence both paid and unpaid.