

JOB DESCRIPTION
Bus Driver



GENERAL STATEMENT OF DUTIES:

Responsible to safely transport children as assigned. Required to complete Ohio Department of Job and Family (ODJFS) Services Child Care Transportation Training.

EXAMPLES OF ESSENTIAL WORK:

BUS DRIVER:

- Works cooperatively with bus riders
- Knowledge of JRC policies and procedures, State Licensing requirements as well as Step up to Quality requirements
- Weekly inspections completed on ODJFS form
- Keep children's Estimated Time of Arrival in order to find easily
- Ensures insurance paper and registration is on bus
- Ensures children are signed in and out on bus log sheet
- Establishes efficient bus routes to transport children as assigned.
- Ensures bus is kept clean by sweeping out weekly and cleaning seats with disinfected wipes monthly
- Schedule and complete (Or inform Learning Center Director?) yearly bus inspections as required by the ODJFS
- Inform Learning Center Director when regular maintenance on bus is needed
- Maintain compliance with car seats and seat belts as required by Ohio Law.
- Check bus at each destination to ensure that the children are properly unloaded and before you get off the bus.
- Load and unload children on the bus
- Keep ample gas in bus for routes
- Only use cell phone if pulled over as needed for position

EDUCATIONAL and OTHER REQUIREMENTS:

High school diploma or equivalent is required. Valid CDL Class B Driver's License. Complete the Transportation Rules Training as required by ODJFS. Good driving record.

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JRC Learning Center

2213-14th Street NE
Canton, Ohio 44705-1925

phone: 330.452.8376
fax: 330.452.1137

www.JRCcares.org



Child Care • Preschool • 6 weeks – 12 years



EDUCATIONAL REQUIREMENTS:

High school diploma or equivalent is required. A CDA Class B driver's license is required. Must attend training classes designed to broaden professionalism, education and skill as required by Federal and State regulations and administration.

PERSONAL REQUIREMENTS:

- Professional in appearance, attitude and ability.
- Treat children, parents and staff members with respect.
- Develop a sense of teamwork with co-workers in all work related duties.
- Give full attention to what other people are saying, take time to understand the points being made, and ask questions as appropriate.
- Monitor/Assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Talk to others to convey information effectively.
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understand written sentences and paragraphs in work related documents.

X _____
Employee Name (please print)

X _____
Employee Signature **Date**

X _____
Learning Center Director **Date**