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
- Inform Learning Center Director when regular maintenance on bus is needed
- Maintain compliance with car seats and seat bels 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 Driver's License is required. Complete the Transportation Rules Training as required by ODJFS. Good driving record.

Must attend training classes designed to broaden professionalism, education and skill as required by Federal and State regulations and administration.

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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

United Way of Greater Stark County
ACCREDITED CHARITY bbb.org
step up to quality

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**