

Title: Part Time Bus Driver

Supervisor: Head Start / Early Head Start Director

Location: Kickapoo Head Start Program, Powhattan, KS

Position Purpose: To provide safe bus transportation for Head Start children, assuring that each child is picked up and delivered on schedule. To follow health and safety procedures and perform safety inspections and checklists to ensure buses are hazard free. To communicate clearly with Head Start staff and families to ensure safe transportation to and from their destinations.

**ESSENTIAL JOB RESPONSIBILITIES:**

- Transport children to and from Head Start efficiently and safely
- Ensure that all passengers are placed in an appropriate age/weight harness restraints
- Ensure that any behavioral issues do not compromise safety of any child on the bus
- Ensure that each child is delivered to the care of a responsible adult upon leaving bus
- Ensure that no child is ever left on unattended on while on the bus, following all procedures put in place to prevent a child being left behind
- Visually observe the health of each child on the bus
- Coordinate the paperwork between home and Head Start
- Continuous collaboration with site staff and families to design efficient bus routes
- Perform a complete visual safety check of each bus driven on a daily basis, completing daily pre trip and post trip inspections
- Keep interior of bus clean on a daily basis and exterior as needed
- Report any needed repairs and deliver bus to repair site
- Record mileage and gas

**QUALIFICATIONS:** CDL, Valid Kansas Driver's License, High School diploma or GED. Good written and oral communication skills and basic math skills, ability to maintain a schedule while meeting individual needs of children and families. Ability to read and follow detailed written and verbal instructions.