



## **JOB ANNOUNCEMENT**

**Title:** Substitute Bus Driver

**Reports To:** Operations Manager

**FLSA Status:** Non-Exempt

### **Mission Statement:**

The mission of the Black Belt Community Foundation is to forge a collective stream of giving from the community and other sources so we, the people of the Black Belt, can enhance our continuing efforts to lift ourselves by taking what we have to make what we need.

### **Job Summary:**

The Substitute Bus Driver is responsible for safely operating the bus or alternative vehicle to transport children to and from their homes and the Head Start centers. In this capacity, the Substitute Bus Driver is often the first and the last person that both a parent and a child see each program day.

A Head Start agency must ensure that prospective candidates for a Substitute Bus Driver position meet the federal requirements for qualifications in addition to state requirements according to 45 CFR 1310.16.

Secondary duties: Perform routine maintenance work as requested.

### **Responsibilities:**

The bus driver responsibilities chiefly fall within the following core functions, although s/he may perform other tasks as needed:

- Substitute Bus Driver is responsible for safely operating the bus or alternative vehicle to transport children to and from their homes and the Head Start centers.
- Substitute Bus Drivers must maintain accurate records regarding their vehicle and children who are being transported. The record-keeping includes:
  - Accident reports
  - Pre- and post-trip inspections for the operation of the vehicle
  - Regular ongoing maintenance records
  - Contact information for release of a child to a parent or guardian
  - Establish written fixed bus routes and if necessary, alternate routes
- Substitute Bus Drivers may escort children to their classroom and convey any messages from parents to the teacher, as well as any incidents on the bus.
- Substitute Bus Drivers need to collaborate with the Bus Monitor to teach children safe riding practices and safety procedures on and off the bus.



- Substitute Bus Drivers need to maintain a safe and clean environment inside and outside the bus through regular cleanings.
- Substitute Bus Drivers need to maintain their assigned vehicle and ensure that appropriate safety inspections have been completed for its operation as required by federal, state, Tribal, or local authorities.
- Substitute Bus Drivers need to attend regular training for reporting child abuse and neglect and topics related to caring for disabled children.
- Each Substitute Bus Driver must have an annual evaluation that includes an on-board observation of their performance while driving a bus route.
- Substitute Bus Drivers need to serve as a role model for children riding the bus and in contacts with parents or guardians.

### **Requirements:**

- Possess a valid CDL - commercial driver's license
- Prior EXPERIENCE with safely transporting children.
- Prior experience with children ages 0-5 years.
- Able to lift a child weighing 40 pounds, 20 times a day if needed.
- Pass physical examination and all Head Start/licensing required background checks.  
Maintain current Physical/TB screen requirements including but not limited to:
  - possess a clean driving record
  - passes a criminal background check
  - passes a screening for alcohol and drugs
  - passes a physical examination and is able to lift 50 pounds
  - passes a tuberculosis (TB) test
  - has good hearing and at least 20/40 vision with or without glasses
  - Bus Drivers are REQUIRED to be of legal age
  - hold a valid Commercial Driver's License (CDL) with an "S" endorsement in those states conferring such licenses.

### **Ideal qualifications:**

- Basic computer literacy in email usage, word processing and internet navigation.
- Substitute Bus Drivers should have KNOWLEDGE about federal, state, and local, transportation requirements.
- Further, they should know the geographic locale and, whenever possible, the language spoken by the families served.
- Substitute Bus Drivers should have SKILLS AND ABILITIES to problem solve and provide leadership whenever an emergency situation occurs.
- Substitute Bus Drivers who are hired must receive a combination of classroom instruction and behind-the-wheel instruction PRIOR to transporting any children. This training involves the following:



- operating the vehicle in a safe and efficient manner;
- safely running a fixed route;
- administering basic first aid in case of an injury;
- handling emergency situations, including vehicle evacuation procedures;
- operating special equipment such as a wheelchair lift; assistance devices or special occupant restraints;
- conducting routine maintenance and safety checks of the vehicle;
- orientation on the goals and philosophy of Head Start and how they are implemented by the program.

**Benefits:** 401K with 3% employer contribution that may be increased up to 5%, generous health benefits, vacation & sick leave, all federal holidays recognized

**Location:** Main office is in Selma, Alabama. There are five Head Start centers located in Dallas, Choctaw, Marengo, and Wilcox counties of Alabama.

**To apply:** Submit cover letter, resume and recent references to [HR@blackbeltfound.org](mailto:HR@blackbeltfound.org)

**Deadline to apply:** open until filled

*We are an equal opportunity employer, committed to creating a diverse and healthy workplace.*

[www.blackbeltfound.org](http://www.blackbeltfound.org)