



## Bus Driver Substitute (#1010C)

<b>Program:</b>	Migrant & Seasonal Head Start	<b>Reports To:</b>	Center Supervisor
<b>Job Location:</b>	US-CA-Santa Ana (El Jardin)	<b>Shift:</b>	Split shift: Days & hours vary (on-call)
<b>Salary Range:</b>	\$16.09 - \$22.68/hr.	<b>Type:</b>	Substitute (as-needed basis)
<b>FLSA Status:</b>	Non-Exempt	<b>Benefits:</b>	No
<b># of Openings:</b>	1	<b>Bilingual:</b>	N/A
<b>Closing Date:</b>	Until Filled	<b>Biliterate:</b>	N/A

### Options:

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### More information about this job:

#### Job Description:

#### Position Summary:

Responsible for safe transportation of Migrant and Seasonal Head Start children. Must submit timely reports and be responsible for bus maintenance and regular safety checks.

#### Responsibilities & Duties:

1. Picks up and delivers children, as scheduled.
2. Completes sign-in/sign-out sheets and roster sheets, and submits on a daily basis to the Center Supervisor. With the sign-in/sign-out sheets, the Bus Driver must ensure that the children are being released only to the parent/legal guardian or other individual identified in writing by the parent/legal guardian.
3. Submits timely reports to include children's attendance reports, mileage reports, accident reports and credit card fuel receipts.
4. Ensures that the pre-trip inspection report is completed daily for each bus driven and that it is submitted on a daily basis to the Center Supervisor.
5. Conducts a post-trip inspection, with the Bus Aide, after each route. This includes checking and straightening all safety restraints, picking up trash, checking for items left in the vehicle and checking all seating areas, as well as underneath seats, to ensure that each child is off the bus. At the end of the day secures emergency doors at the back of the bus.
6. Notifies Transportation Supervisor of bus routes and notifies any changes to center staff and parents.
7. Ensures maintenance and safe, operable conditions of bus at all times. This includes cleaning interior of the bus daily, washing windows, mirrors and exterior, and waxing.
8. Arranges for State required safety checks.
9. Operates bus in compliance with all applicable laws and regulations.
10. Establishes a bus-seating chart for all children, to help identify children and adults in case of an emergency and give each child their own space. This will also help substitutes.
11. Performs other duties as assigned.

#### Minimum Educational and Experience Requirements:

1. Must possess and provide a valid copy of each of the following documents:
  - a. California Commercial (Class A or B Endorsement P & S) Driver's License
  - b. Type I or Type II School Bus Driver certificate
  - c. TO1 Card
  - d. Current DMV printout (original H-6 form)  
(Must have a good driving record to allow for insurability)
  - e. Medical Examiner Certificate DL51A form
2. Must have a High School Diploma, GED or equivalent.

#### Other Requirements:

1. Must have strong verbal communication skills.
2. Must be available to drive for field trips.
3. Must pass a health screening and TB skin test or chest x-ray prior to beginning employment.

4. Must pass pre-employment drug test, must pass post employment alcohol and drug testing according to agency policy.
5. Must be familiar with and dedicated to, the objectives of the Head Start, Migrant and Seasonal Head Start and the Community Action Partnership.
6. Must be sensitive to the needs of young children, and be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level.
6. Must use reasonable precautions in the performance of one's duties and adhere to all applicable safety rules and procedures; and act in such a manner as to assure at all times, maximum safety to one's self, fellow employees and children.
7. Must provide certificates of completion of approved pediatric first aid and pediatric CPR training within 30 days of hire. Employee is responsible for renewing and maintaining a valid CPR/first aid certification at all times.
8. Employment is contingent upon meeting all job requirements and background requirements: criminal history check, two year DOT drug and alcohol background check, acknowledgement of child abuse reporting responsibility, criminal record statement, etc. A criminal history clearance is required within seven days of completing the Live Scan.
9. Employment in Head Start, Early Head Start and Migrant and Seasonal Head Start Programs is contingent upon approval of the Policy Council.

**Physical and Environmental Requirements:**

Position requires intermittent sitting, standing, walking, twisting, bending. Must be able to lift 50 pounds. Simple grasping and hand manipulation required, as well as reaching above and below shoulder level. Must be able to withstand exposure to noise in a day care environment.

**Applicant Information:**

**Application Process:** Please visit our website and apply online at [www.capslo.org/employment](http://www.capslo.org/employment). A completed CAPSLO application must be submitted no later than 5:00 p.m. on the recruitment closing date. For questions regarding the application process or open positions, contact the HR Department at (805) 544-4355.

**Selection Process:** All qualification requirements must be met by the closing date of this announcement. Applications will be evaluated on the extent and quality of submitted application materials.

**Employment Requirements:** All offers of employment will be conditional upon satisfactory completion of all job requirements listed on the job announcement, including but not limited to references, criminal history background checks, pre-employment drug tests and health screenings. All appointments are subject to post employment verification and documentation of one's identity and legal right to work in the USA in compliance with the Immigration Reform and Control Act of 1986. All regular and seasonal status new hires will serve an "at will" six (6) month introductory period.

**Internal Recruitments:** Only current regular, seasonal and limited term employees may apply during the internal recruitment period. Regular, seasonal and limited term employees may apply for transfer positions. Internal transfers (positions in the same or lower salary grade) require three months successful employment in current position; Regular and seasonal employees may apply for promotional positions. Internal promotions (positions in a higher salary grade) require six months of successful employment in current position.

**Benefits:** Full time regular, seasonal and limited term employees are eligible for 100% employer paid benefits. Part-time regular, seasonal and limited term employees, working 20-29 hours per week on a regular basis are eligible for 50% employer paid benefits. Benefits include medical, dental, vision, life and AD&D insurance; paid vacation, paid sick leave, 13 paid holidays per year and opportunities to participate in a 403 (b) retirement plan and section 125 cafeteria plan.

**EOE/ V/ ADA/ Drug Free Workplace/ Asset Infused Organization**



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