

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position: Bus Driver/Maintenance

Reports To: Transportation Services /Facility Manager

Supervises: N/A

FLSA. Status: _____Exempt X Non-Exempt

Position Purpose:

Provides safe transportation of Head Start children, parents, staff, volunteers, food supplies and equipment. Arranges the regular, incidental, and routine maintenance of buses. Performs incidental custodial tasks as needed.

Specific Duties and Responsibilities:

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Schedules and/or performs minor facility, classroom furniture or equipment maintenance duties such as painting, changing light bulbs, repairing classroom furniture, etc.
- Reports any known facility, classroom furniture or equipment, including buses, maintenance or repair issues to Transportation/Facility Supervisor.
- Adheres to rules and regulations of the road and state law, including daily walk-around bus inspection, in regard to operation of motor vehicles.
- Transports scheduled children, parents, staff, and volunteers to and from sites and other scheduled activities such as field trips and family/child services.
- Delivers and picks up food, supplies, and equipment, upon request.
- Maintains a clean and fueled vehicle. Reports any mechanical, maintenance and safety problems, or other concerns as soon as possible to supervisor.
- Follows department procedures for loading, unloading, and transporting children.
- Completes a bus walk-through upon arrival at site or other location 1) after children disembark, and 2) prior to leaving the bus.
- Maintains open communication with site staff, management, and Transportation & Facilities manager.
- Performs minor bus maintenance duties as needed and within the scope of abilities under the supervision of the Transportation Services /Facility Manager.

General Duties:

- Supervises the safety of children, parents, staff and volunteers on the bus to and from the sites and other scheduled activities such as field trips and family/child services.
- Completes case-notes as necessary.
- Participates in professional development activities, including program.

- Uses available technology to increase efficiency; maintains accurate up-to-date records and accurate up-to-date reports.
- Assists with recruitment activities as assigned.
- Performs other duties as may be assigned.

Required Knowledge, Skills And Abilities:

- Requires a high school diploma or equivalent (GED) plus two years of responsible experience in vehicle, building, and mechanical equipment maintenance.
- Must be able to obtain a State of Illinois Commercial Driver's License and School Bus Driver's Permit within two months of employment.
- Must be 21 years of age to be a Bus Driver.
- Ability to lift up to 75 pounds on a daily basis.
- Must meet all requirements for child care staff as defined by the Illinois Department of Children and Family Services.

Essential Functions:

This document contains a description of a general class of positions within the Champaign County Regional Planning Commission Salary Administration Program. The description contains examples of duties and responsibilities that may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.

Approved by Policy Council: 2016

Signature of Employee_____ Date_____