



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position: Bus Driver
Reports To: Transportation/Facility Manager
Supervises: NA
FLSA Status: Non-Exempt

Position Purpose:

The bus driver is responsible for the safe transport of children, parents, staff, volunteers, supplies, and equipment.

Specific Duties and Responsibilities:

- Implement Active Supervision of Children procedures to ensure each child is safe and accounted for at all times.
- Maintains a clean and fueled vehicle. Reports any mechanical, maintenance, safety problems or other concerns, as soon as possible, to supervisor and to the bus driver-maintenance staff person.
- Adheres to rules and regulations of the road and state law, including, daily walk-around bus inspection to ensure safety and 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.



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802
P 217.328.3313 F 217.328.2426
TTY 217.384.3862 CCRPC.ORG



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

- Performs minor bus maintenance duties as needed and within the scope of abilities under the supervision of the Transportation Services /Facility Manager.
- 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 and management, Transportation & Facilities manager.
- 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.
- Communicates with site staff, Transportation Services-Facilities Manager, or other managers about any concerns related to children and families.
- Ensures prompt delivery of verbal or written information from parents to the appropriate recipient at the site or central office.
- Uses available technology to increase efficiency, maintain accurate up to date records and produce accurate, up-to-date reports, as needed.
- Completes child and/or family case-notes as needed.
- Participates in professional development activities, including program committees.
- Assists with recruitment activities as assigned.
- Performs other duties as may be assigned.

Required Knowledge:

- Must have a high school diploma or equivalency certificate (GED).
- 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 able to maintain an Illinois School Bus driver physical annually.
- Must provide proof of insurability.
- Must be at least 21 years of age.
- Experience working with early childhood preferred.
- Experience working with diverse populations preferred.



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG

people.possibilities.



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

- Respect for the principles of Equal Employment Opportunity and Americans with Disabilities Act.
- Must meet all requirements of Illinois Department of Children and Family Services.

Essential Functions:

For any program option and/or event, the ability to:

- align with the vision, mission, and values of the organization
- ability to drive a bus safely and follow the Illinois Department of Transportation's Regulations
- ability to perform minor mechanical repairs as directed.
- ability to take direction from managers
- ability to work as a team with co-workers
- use oral and written communication and interpersonal skills necessary to effectively work with staff, relate to children, families, and community at large
- work in a fast-paced work environment
- adjust to change frequently
- work independently and meet strict deadlines
- learn the Head Start and other agency rules and regulations within three months.
- effectively engage participating children and/or families
- manage projects
- work weekends and evenings as needed
- make decisions based on developmentally appropriate practices and trauma informed care
- solve and analyze problems
- self-reflect on performance and services
- manage time to meet deadlines, work duties, and work schedule
- utilize a computer and data programs to meet program requirements
- travel to meetings, training, and other work sites
- provide necessary emergency response to children, families and/or staff
- sit and drive the bus 90% of workweek



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG

people.possibilities.



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

- sit and complete paperwork 5% of workweek
- stand and walk 5% of workweek
- lift and carry a child up to 50 pounds

Work Environment:

- Working with children is physically and emotionally demanding work, requiring patience and energy. Most likely experience children with challenging behaviors, which includes physical and verbal aggression, daily.
- Primarily climate controlled with minimal safety/health hazard potential
- Occasional bending, squatting, pushing, pulling, lifting, carrying and/or moving up to 50 pounds
- Noise levels on the bus will be high at times

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Approved by Policy Council: March 25, 2019

Signature of Employee

Date



Early Childhood Education Program

1776 E. Washington St. Urbana, IL 61802
P 217.328.3313 F 217.328.2426
TTY 217.384.3862 CCRPC.ORG

people.possibilities.