

# Job Description

## Enrichment Services Program, Inc.

**Job Title:** Bus Driver

**Department:** Early Childhood & Family Services

**Classification:** Non-Exempt

**Job Reports To:** Transportation Specialist

### Job Summary:

Incumbent is responsible for the safe transportation of preschool-age children to and from the center on a daily basis.

### Major Responsibilities/Activities:

- Operate vehicles in a safe and courteous manner.
- Comply with all pertinent safety regulations while operating vehicles.
- Keep school buses clean at all times.
- Perform required pre-operation and post inspection of vehicles.
- Ensure that no child leaves the bus other than at his/her prescribed stop and then only when the person whom the child may be released to is at home and/or designated stop.
- Attend training as determined necessary or required.
- Collaborate with the Transportation Specialist to schedule vehicles for preventive maintenance according to established schedule.
- Maintain documentation of children riding bus.
- Communicate effectively both orally and in writing.
- Ensure children are buckled in child safety restraints prior to transporting.
- Perform other assigned duties.

### Minimum Requirements:

- Minimum High School Diploma or General Education Degree (G.E.D.).
- Minimum of six months related experience and training.
- Valid commercial driver's license (CDL) with Passenger (P) and School Bus (S) endorsements.
- Acceptable driving record for the most current 3-year period, as evidence by a Department of Motor Vehicle Driving Record
- Proof of current GA state-required auto insurance

**Essential Mental Functions:**

- Ability to communicate effectively with parents, staff and children.

**Essential Physical Functions:**

Incumbent is regularly required to walk, sit, use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; and talk and hear. Frequently required to stand, climb, balance, and stoop, kneel, crouch or crawl. Frequently required to sit between one (1) to four (4) hours and stand from one-half (1/2) to one (1) hour duration.

Regularly lift and/or move up to fifteen (15) pounds and frequently lift and/or move up to twenty five (25) pounds. Specific vision abilities required including close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Equipment Used:**

Motor vehicles including buses, vans and cars.

**Additional Comments:**

Acknowledged by \_\_\_\_\_ Date \_\_\_\_\_

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*