



Serving Menominee, Delta, and Schoolcraft Counties
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From: Sharon Reisner, Administrative Assistant
Date: February 28, 2018
Subject: Job Opening

The Menominee-Delta-Schoolcraft Community Action Agency, Early Childhood Program, will have the following job opening:

SUB BUS DRIVER, Manistique, hours as needed. Starting wage - \$11.68. A high school diploma/GED is required. Applicants **MUST** have a valid CDL P/S license with 4 active points or less. Safety and time factors of acquired points will be considered. Preference will be given to applicants with fewer active points and to those with First Aid/CPR training. If qualified, please send your resume and a copy of your CDL with P/S endorsement to: SPB Reisner, 111 North Fifth Street, Escanaba, Michigan 49829 no later than March 15, 2018

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**MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY
 Job Description**

Program:	Early Childhood Program	Reports To:	Site Supervisor: Teacher or Center Manager
Job Title:	Bus Driver		Administrative Office: Transportation
Job Location:	As assigned		Manager
Job Classification:	Regular or Seasonal, PT / Hourly Union Position	Supervises:	No supervisory duties

QUALIFICATIONS

Experience: School bus driving experience preferred.

Education: High school diploma/GED required. Valid CDL P/S license with 4 active points or less. Safety and time factors of acquired points will be considered. Preference will be given to applicants with fewer active points.

First Aid/CPR training.

Other Factors: A standard 8 hour work day requires the ability to: 1] perform heavy work—lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds; 2] stand/walk for 1-4 hours; 3] sit 1-3 hours; 4] drive 5-10 hours; 5) use hands for repetitive simple grasping, fine manipulation, pushing and pulling; 6] use feet for repetitive movement as in operation of foot controls (driving); and 7] frequently bend, squat, climb and twist body.

Ability to work effectively with children, parents, and staff and have a genuine interest in providing a safe, positive transportation experience for young children.

Must abide by state requirements for Child Care Licensing (to include health requirements and criminal history checks).

Capable of effectively handling emergency situations.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

MISSION STATEMENT FOR BUS DRIVERS

The mission of a Bus Driver is to provide a safe, reliable and educational environment for children during transportation and to interact in a respectful manner with each children and parent/guardian at all times.

ESSENTIAL FUNCTIONS

1. Become familiar with and adhere to all relevant Head Start Performance Standards, State of Michigan Day Care Licensing regulations, and Federal and State transportation laws.
2. Is knowledgeable of and appropriately applies relevant program policies in work with children, families, and staff.
3. Abide by all Department of Transportation and agency alcohol/drug policies to include participation in the random testing pool.
4. Report all safety concerns and maintenance needs on the vehicle in a timely manner. Repairs require administrative approval.
5. Assess weather and road conditions and notify site supervisor of unsafe conditions.
6. Provide appropriate emergency assistance to passengers, as needed, i.e. CPR/First Aid, lift and carry children as necessary, etc.
7. Keep up-to-date emergency card files for the children being transported.
8. Establish routes within appropriate time frame and abide by them.
9. Maintain effective communication with the site supervisor and the Transportation Manager.
10. Report any accident, ticket or warning from law enforcement within 24 hours to the Transportation Manager.
11. Participate in training bus monitor(s).
12. Maintain an accurate daily log of pick-ups/drop offs and mileage.
13. Maintain a personal driving record with no more than 4 active points yearly as determined by the Department of State.
14. Keep the vehicle clean.
15. Demonstrate respect for others by sharing information objectively and non-judgmentally and adjust verbal and written communication strategies for different audiences.
16. Maintain staff and family confidentiality by limiting conversations about them and access to their records to those directly involved in providing services to them and by ensuring that confidentiality policies are followed across the program. Develops and maintains responsive and positive relationships with children, families, and other staff.
17. Promote a collaborative, productive working environment by following established communication protocols, clearly articulating expectations, outcomes, and timelines, and using conflict resolution and negotiation skills when needed.
18. Development and implementation of ongoing professional development goals as approved and/or assigned.
19. Develop and maintain competency in the use of a variety of technology systems as directed by supervisor.
20. Complete all documentation and reporting requirements in an accurate and timely manner.
21. Support the program's efforts to generate Non Federal Share.
22. Attend and participate in all required training sessions.
23. Maintain regular and punctual work attendance.
24. Abide by all MDS Community Action Agency/Early Childhood Program Personnel policies.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.