

Job Description  
CENTER-BASED TRANSPORTER  
PACT for West Central Illinois

**ESSENTIAL FUNCTIONS**

1. Schedules and provides safe, reliable transportation for all Head Start children and their families to and from class and on field trips.
2. Ensures the health and safety of children during all program activities.
3. Ensures that no child is left alone on the bus by walking the bus at the end of every route.
4. Schedules maintenance, cleaning, and repair of program vehicles.
5. Assists teachers in planning and conducting transportation safety activities, including evacuation procedures.
6. Completes records and reports pertaining to program transportation and vehicle maintenance. Maintains confidentiality of family and program records and information.
7. Assists in assigned classrooms when not on bus routes.
8. Attends all staff meetings and training activities as required.
9. Assumes responsibility for the familiarity of and compliance with Head Start Performance Standards and Department of Children and Family Services Licensing Standards. Supports the agency's mission and philosophy.
10. To the extent able, performs such other duties and responsibilities as assigned by Supervisor, or as may be required under applicable Agency programs, contracts or grants.

Nothing herein shall be construed as limiting the authority of the Director or a Supervisor from assigning such other functions and responsibilities as are necessary to establish and maintain program efficiency and effectiveness.

**QUALIFICATIONS**

Requires education equivalent to completion of the 12th grade and be 21 years of age.

Requires proof from Illinois driver's license facility of three years consecutive driver's license in Illinois, with no violations.

Requires ability to pass Illinois fingerprinting for criminal background check.

Requires, if does not already have, the ability to obtain an Illinois School Bus Driver's Permit within four months of hire.

Requires ability and willingness to follow and comply with written and verbal directions, assignments, and instructions from appropriate Supervisory staff.

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Requires oral and written communication and mathematical skills sufficient to complete program records and reports, understand written program materials, and communicate with preschool children, their families, staff and the agency effectively.

Requires effective organizational and time management skills in order to complete program records, prepare required reports, arrange scheduling of clients and submit required program materials according to agency timelines.

Requires the ability to drive program vehicles and/or personal vehicles to and from the homes of clients for medical and dental examinations, or other program activities. Requires a valid Illinois driver's license, an Illinois school bus drivers' permit, reliable transportation, and proof of agency requirements for automobile insurance.

Requires the ability to sit for long periods (2-4 hours) while riding in and driving vehicles.

Requires the ability to tolerate varying weather conditions and temperatures in transportation of clients.

Requires the ability to pass a medical examination certifying freedom from communicable disease, and drug screening upon offer of employment and annually thereafter.

Requires the individual to give consent, at anytime while operating agency vehicles, to chemical test(s) for the purpose of determining alcohol level in the driver's blood. (Test resulting in alcohol concentration of more than 0.00 shall result in the cancellation of the school bus driver permit)

Requires the ability to lift and carry program materials and supplies into offices, up to 30 lbs, or to assess the lift load in order to ask for necessary assistance.

Requires the ability to stoop, crawl, kneel, and bend in order to speak to children at the child's eye level, to play with children, and to pick up toys and equipment from the floor. Lifts, carries, and holds children up to 55 lbs. Assists children with physical, behavioral and emotional needs.

Requires visual and auditory ability in order to ensure the safety of children at all times, on the bus, in the classroom, on the playground, and on field trips.

Requires the ability to work well with young children using developmentally appropriate practices in on the bus, in the classroom, on the playground, and on field trips.

Requires the ability to use the telephone, copy machine, calculator, and operate agency busses and van.

Requires the willingness/ability to learn new skills through workshop, conferences, and resources in order to enhance job development skills.

REPORTS TO: Transportation Coordinator  
EMPLOYED: 20 to 40 hours per week, 37-45 weeks per year  
SALARY: \_\_\_\_\_  
OVERTIME STATUS: Non exempt