

# Jefferson County Committee for Economic Opportunity (JCCEO)

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## JOB ANNOUNCEMENT

<b>JOB TITLE:</b> PART-TIME BUS DRIVER	<b>JOB LOCATION:</b> VARIED JCCEO CENTERS
<b>REPORTS TO:</b> Transportation Mgr or Center/Program Mgr	<b>POSTING DEADLINE:</b> OPEN <b>RATE:</b> Up to \$15/hour

### PART-TIME BUS DRIVER

#### JOB QUALIFICATIONS

**EDUCATION:** A High School Diploma or GED. Must have a current (CDL) commercial driver's license and a good driving record. Class B CDL with Passenger and/or School Bus endorsements preferred.

**EXPERIENCE:** Experience driving a passenger bus and transporting children, youth, and adult passengers in a safety conscious manner.

**ABILITIES:** Ability to safely and efficiently operate JCCEO buses and equipment; complete an assigned task in a safe manner and in a constant state of alertness; and communicate clearly, courteously, and effectively. Ability to work cooperatively and collaboratively with other staff, parents, and others from a variety of ethnic, educational, and socio-economic backgrounds. Ability to exercise discretion in the performance of assigned duties. Ability to work Split Shift and be on call.

**STATUS:** Non-exempt; **Non-Benefited, < 30 hours/ week**

#### JOB DESCRIPTION

**GENERAL DESCRIPTION:** Directly responsible for the transportation of program participants in a safe manner and assigned duties.

**SPECIFIC DESCRIPTION:**

1. May work a split shift and/or be *on call*, not exceeding 29.98 hours/week.
2. Maintain a current commercial driver's license as required by insurance, state, and regional regulations.
3. Maintain, support, and promote a safe work environment while complying with all JCCEO policies and procedures.
4. Perform a complete pre-trip/post-trip inspection of bus
5. Transport participants and children to and from the center and other destinations.
6. Maintain maintenance log on vehicle and see that routine maintenance is performed on a regular basis.
7. Report any maintenance problems immediately to the Transportation Manager and Center Manager.
8. Understand and adhere to Federal, State, and JCCEO transportation guidelines to ensure the well-being of program participants and employees.

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9. Maintain individual bus records in a legible, accurate manner and turn in to the Center Manager and/or Transportation Manager as appropriate.
10. Maintain cleanliness of bus, inside and out, on a regular basis.
11. Maintain regular and predictable attendance.
12. Follow regularly scheduled route to and from the center.
13. Operate mechanical devices on bus used to transport children with disabilities.
14. Maintain strict confidentiality of all information and records.
15. Attend workshops, training sessions, classes, and/or other educational sessions in order to attain additional job-related skills and knowledge and improve daily performance.
16. Adhere to JCCEO policies and procedures.
17. Model appropriate, professional behavior at all times.
18. Treat everyone with dignity and respect.
19. Perform other duties as assigned.

### APPLICATION INSTRUCTIONS

All qualified and interested parties should submit a resume, along with a cover letter describing the alignment of your experience with the requirements of the position.

### PREFERRED METHOD OF APPLICATION

**Email all application materials via Word or PDF attachment to [RECRUITMENT@JCCEO.ORG](mailto:RECRUITMENT@JCCEO.ORG)**

**Please include the title of the job in the subject line.**