

School Bus Driver

CLASSIFICATION: Non-Exempt, Hourly

WORK SCHEDULE: Part-time, 20 hours a week, M-F

PAY/SALARY: TBD

LOCATION: Salem

APPLICATION DEADLINE: May 4, 2018

Family Building Blocks (FBB) is accepting applications for a part-time School Bus Driver. This position is eligible for prorated benefits which include medical and dental coverage, paid time off.

FBB is a not-for-profit child abuse and neglect prevention organization providing services in Marion and Polk counties. We serve over 700 children and families annually through the services, programs, and resources provided at our six locations.

FBB's mission of "Keeping Children Safe and Families Together" is the foundation that helps us build strength in our communities, large and small. We are committed to putting families at the center of our work.

Do you enjoy working in a fast-paced environment? Want to make a difference and be part of our mission? Can you adapt to rapidly changing priorities swiftly? Take a few minutes to learn more about our organization and this position. Join our team!

Primary Purpose

The School Bus Driver provides safe bus transportation for Early Head Start infants/ toddlers, and bus monitors, assuring that each child is safely picked up and delivered on schedule. Cooperates with teachers to promote the health and education of each child, and to work with center staff to assure a smooth flow of written communication between families and the Early Head Start sites.

Essential Functions:

Safety & Maintenance

- Operate the school bus in a safe and efficient way according to all relevant legislation, policies and procedures
- Perform daily safety and maintenance checks completing daily pre- and post-trip checklists
- Perform minor maintenance duties such as changing the oil
- Keep interior of bus clean daily, and bus exterior as needed and/or required
- Ensure the bus is safely and securely stored
- Advise the Transportation Program Supervisor of any requirements for maintenance or repairs and deliver bus to repair site
- Maintain bus routing schedules and repairs
- Collaborate with supervisor to assess bus routes and monitor related safety challenges

- Perform scheduled emergency evacuation drills
- Record mileage and gas

Pupil Transportation

- Pick up and deliver infants/toddlers and adult bus monitors to and from Early Head Start sites efficiently and safely as per a set schedule
- Take attendance on the school bus and assure completion of sign on & sign off sheets, verifying attendance by name for all pickups and drop offs
- Ensure that all passengers wear seat belts or are placed in appropriate (age and weight) car seats and properly restrained
- Ensure that each child is delivered to the care of a responsible adult upon leaving the bus in accordance with the authorized list
- Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind
- Observe each child on the bus to ensure that any behavioral issues do not compromise the safety of any child on the bus
- Coordinate the paperwork flow between homes and Early Head Start sites
- Continuous collaboration with site staff, families and Transportation Program Supervisor to design efficient bus routes

Other Related duties

- Attend meetings and required training as requested
- Support other program events such as parent meetings
- Provide related bus safety training to staff
- Provide an atmosphere that promotes inclusion and supports volunteers and student interns involvement on the bus
- Support the work of FBB volunteers and interns as an integral part of program services
- Provide learning opportunities for volunteers and interns while participating in program services
- Acknowledge volunteers efforts by participating in recognition events and sharing their accomplishments

Minimum Education and Experience:

- Satisfactory driving record for the previous three years.
- Complete formal training programs of both didactic and practical instruction and demonstrate knowledge of basic federal and state rules and regulations.
- Valid Commercial Driver's License with passenger endorsement.
- Ability to work occasional evenings and weekends as necessary.

Preferred Qualification:

- Six months of prior work experience as a school bus driver.

Additional Eligibility and Qualifications

- Mandated Reporter - Report all cases of suspected abuse and neglect in accordance with Oregon statutes and agency policies and procedures.

- Must maintain throughout the length of employment an acceptable driving record according to FBB school bus driver criteria and valid auto insurance is required
- Employees must sustain a drug free and acceptable criminal record throughout the course of employment
- Must maintain discretion and respect the confidentiality of information about enrolled families, personnel issues and other program operations
- Complete ongoing school bus mandatory trainings
- Must maintain a valid DOT physical

Certificates, Licenses and Registrations

- Valid Oregon CDL with Passenger Endorsement within 30 days of employment
- Proof of current auto insurance
- CPR/1st Aid Card
- DOT physical Card

IMPORTANT: No offer of employment in this position is final until the favorable completion of a criminal background check, review of driving record, and drug screening.

HOW TO APPLY

If you would like a copy of the job description, have any questions or would like to apply, please submit your resume, cover letter, and indicate if you meet CDL requirements to jobs@familybuildingblocks.org.

IMPORTANT: Candidates with previous maintenance experience and are interested in working additional hours (10 hour per week) performing maintenance repair work, please include your interest in your cover letter.

Employment offer is contingent upon completion of criminal background check, fingerprinting, review of an acceptable driving record, and a negative drug screening.

Family Building Blocks also provides an excellent benefits package, which includes medical, dental, and vision coverage. Other benefits also include generous PTO/holidays as well as voluntary life and disability insurance, and 401K after one year. ***This position is eligible for prorated benefits.***

Family Building Blocks is an affirmative action/EEO employer. Believing that diversity contributes to program excellence and to mutual respect and understanding, FBB is committed to recruiting and retaining diversity in our Board and staff. We seek applicants who bring varied experiences, perspectives, and backgrounds.