

WEBB COUNTY  
JOB DESCRIPTION

TITLE: Bus Driver  
DEPARTMENT: Head Start Program  
REVISION DATE: January 8, 2009

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CHARACTERISTIC DUTIES AND RESPONSIBILITIES: Responsible for all types of Head Start transportation services (Bus Trips, Delivery of Meals, Field Trips, and Mail Delivery) and upkeep of yards.

QUALIFICATION STANDARDS:

- Preferred CDL class B license, with passenger assistance endorsement, or willing to acquire.
- Must have a minimum of a High School Diploma or GED
- Must be able to speak, read and write English
- Must maintain all local, state and Federal qualifications for position annually

ESSENTIAL DUTIES:

- Maintain assigned vehicles in proper running condition
- Transport meals/dishes/mail
- Keep daily records (mileage, gas consumption, etc.)
- Maintain assigned yards
- Successfully complete CPR and First Aid training and maintain certification
- Perform handyman duties as well as other related duties as requested
- Must be able to work with department personnel
- Must be able to follow standard program procedures

PHYSICAL REQUIREMENTS:

- Must be able to sit or stand for prolonged periods of time
- Must be able to lift approximately 50 – 79lbs. 4-5 times/day
- Must be able to lift, bend, stoop – 85%/ 8 hrs.
- Must be able to do 75%/ 8 hrs of walking

OTHER REQUIREMENTS/INFORMATION:

- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing and criminal background checks are required.
- This position is covered by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County Policies.

SUPERVISORY:

- Directly reports to Bus Driver Supervisor

ACKNOWLEDGEMENT:

The undersigned have read discussed, and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

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EMPLOYEE SIGNATURE

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SUPERVISOR SIGNATURE