

WEBB COUNTY
JOB DESCRIPTION

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

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.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE