**JOHNSTON-LEE-HARNETT COMMUNITY ACTION, INC.**

**HEAD START DRIVER/FLOATER**

**Position Title:** Head Start Driver/Floater

**FLSA Status:** Non-Exempt

**Work Schedule:** Monday through Friday

7:15am – 3:15 pm

**Job Status:** Full Time

**Supervised by:** Center Director**/**Transportation Manager/Lead Teacher

# POSITION SUMMARY

Under the direction of the Transportation Manager, the Driver/Floater is responsible for transporting Head Start children to and from the centers daily, on field trips and other activities planned to enhance the services provided. Assist in creating and managing a safe, attractive, and inviting learning environment for children and assist in incorporating developmentally appropriate learning activities. Assist with nutrition services.

The Driver/Floater is responsible for maintaining teacher/child ratio in classrooms where staff is absent from classroom. The Floater will follow standards and regulations of the Head Start Performance Standards and other US Department of Health and Human Services regulations, the NC Child Day Care Requirements, the Child and Adult Food Program regulations, and the standards of JLHCA, Inc.

# ESSENTIAL FUNCTIONS

* Adhere to agency Policies and Procedures, Head Start Performance Standards, School Bus Training and North Carolina Child Care License requirements.
* Participate with a positive attitude in all program activities and promote cooperative relationships with parents while in the center. Attend parent meetings, staff meetings, pre-service and in-service functions.
* Report any needed transportation repairs or problems, immediately in writing (as well as by phone) to the transportation coordinator.
* Report any accident/incident that occurs on the bus immediately in writing on the correct form. All forms must be completed within 24 hours of the accident/incident.
* Complete daily pre-trip inspection (in accordance with 49 CFR 392.7, 392.8 and 396.7) and maintain transportation logs.
* Picks up and returns vehicle to the designated area each day and secures vehicle when not in use.
* Maintains vehicle in a neat and orderly manner. Sweeps and picks up trash daily. Does not allow drinking, eating or smoking on the bus at any time.
* Limits the use of cell phones to emergency situations while in route.
* Transports only Head Start enrolled children to and from the Center.
* Assures that all children and adults are wearing a seatbelt while the bus is in motion.
* Assist the monitor in making sure that no children harm themselves or others while being transported.
* Ensures that the bus monitor(s) are seated in the proper place.
* Ensures that up-to-date emergency information is on the bus at all times that the children are being transported.
* Loads and unloads children only at their scheduled designated stops according to family information given to Family Services and according to Head Start policies.
* Never leaves a child unattended on the bus for any reason. Walks the aisle to ensure no one is still on the bus.
* Work with children as assigned; respond quickly and directly to children’s needs, desires and verbal and non-verbal messages adapting the response to the children’s differing styles and abilities.
* Interact with children when supervising their activities at all times, taking advantage of teachable moments.
* Supervise children in the classroom and on the playground ensuring their safety. Take care of all aspects of children’s personal needs.
* Assist at meal and snack time by preparing and setting up tables, place food in appropriate containers for family style service, sit and eat with children modeling good manners and healthy food choices; guide children in cleanup activities following meals and snacks.
* Assure a clean, safe and orderly physical environment by assisting with or performing cleaning activities, returning objects to their correct place, organizing materials, displaying children‘s work, posters, bulletins, and parent information in an attractive and appropriate manner.
* Take attendance, conduct meal counts, sign-in and out records and other records as assigned.
* Assist in maintaining on-going assessment for each child, reporting data three times annually on teaching strategies. Participate in screenings.
* Assist in developing Individualized Objectives for each child based on observation and assessment updating at least monthly.
* Assist in maintaining Portfolios for each child as guided by the curriculum.
* Provide support and guidance for parent and other classroom volunteers.
* Comply with Head Start Performance Standards; JLHCA, Inc. Head Start policies and procedures, and other applicable state and federal regulations.

**POSITION QUALIFICATIONS**

* Early Childhood Credentials I and II.
* Commercial Driver’s License with P/S Endorsement.
* Experience with preschool aged children in a group setting.
* Willingness to attend trainings and course work for professional growth.
* Good communication skills written and verbal.
* Ability to visually supervise children. Ability to hear a child communications, including crying and pre-language communications.
* Ability to physically interact with young children through running, chasing, bending, stooping, lifting, climbing, and standing.
* Ability to take corrective actions to prevent harm of young children: anticipating dangerous situations, and then responding quickly.
* Lifting children weighing up to forty (40) pounds.
* Bending at the waist, kneeling or crouching to maintain direct eye contact with children.
* Perform other job related tasks as assigned.

**PHYSICAL DEMANDS**

* X Walking X Sitting X Pushing X Climbing
* X Stooping X Standing X Kneeling X Crouching
* X Lifting (40lbs.) \_\_X\_ Bending

# LICENSES AND CERTIFICATIONS

* Certification in CPR and First Aid
* Maintain a current Commercial Driver’s License with the proper endorsement.
* Continued enrollment in Child Care division-Criminal History Registry is required.
* Physician statement of good health and provide personal statement of annual physical.
* Have negative results of TB test before beginning to work and on an annual basis.

**I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**