



COMMUNITY SERVICE PROGRAMS OF WEST ALABAMA, INC.

ADMINISTRATIVE OFFICE

601 BLACK BEARS WAY, TUSCALOOSA, ALABAMA 35401-4807

TELEPHONE (205) 752-5429

TOLL FREE (855) 211-0950

FACSIMILE (833)-790-3339

Human Resources

Cynthia W. Burton

Executive Director

www.cspwal.com

March 4, 2024

JOB ANNOUNCEMENT

Title: Bus Driver

Location: Moundville & Sawyerville

Employment Classification: Regular, Part-Time, Non-Exempt, Safety-Sensitive

Summary of the Position: See Attached Job Description

Qualifications of the Position: See Attached Job Description

Duties and Responsibilities: See Attached Job Description

Salary and Application Procedures: Current employees may apply by submitting a letter of interest along with an updated employment application. Other interested applicants may apply by submitting a completed employment application obtained from the website at www.cspwal.com or by contacting the Human Resources department of CSP at (205) 469-0389 or email employment@cspwal.com to request an application. Completed and signed applications may be submitted in person, by mail or scanned and emailed to employment@cspwal.com.

DEADLINE TO APPLY: March 29, 2024, at 5:00 p.m.

Community Service Programs of West Alabama, Inc. is an equal opportunity employer that does not discriminate on the basis of race, religion, gender, handicap status, age, or national origin. CSP maintains a Drug Free Workplace Policy and the applicant is subject to pre-employment and random alcohol and drug testing. CSP operates a licensed children facility and applicants will be subject to criminal history background checks. CSP is an E-verify Employer. **EOE AA M/F/Vet/Disability.** All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability or national origin.

Community Service Programs of West Alabama

Job Description

Job Title: Bus Driver

Division/Department: Head Start

Reporting Relationship: Center Director

Exemption Status: Regular Part-Time, Non-Exempt, Safety-Sensitive

Work Schedule: 4 hours per day (2 hours in the morning & 2 hours in the afternoon)

Grade/Salary: Head Start Pay Grade 9

Summary of Duties and Responsibilities

The Bus Driver is responsible to the Center Director for the safe transportation of Head Start children and staff to and from the Head Start Center and/or other authorized destinations in accordance with state standards and agency policies.

Essential Duties: *other duties may be assigned by supervisor.*

- ◆ Maintain required transportation records.
- ◆ Conduct daily pre-trip inspections of bus and complete Daily Vehicle Inspection Report.
- ◆ Conduct post-trip inspections for children or other items left on board, or vehicle problems, at the conclusion of every trip.
- ◆ Ensure that children are released only to an authorized individual.
- ◆ Drive defensively at all times; prevent accidents by compensating the unsafe actions of other drivers, challenging road and environmental conditions, etc.
- ◆ Run fixed routes as written; do not make unauthorized changes to routes or stops.
- ◆ Coordinate with Bus Monitor to maintain a clean and hygienic environment inside the vehicle; clean outside as necessary.
- ◆ When transporting children using wheelchairs or other adaptive equipment, exercise a high degree of caution, in accordance with training, when using the wheelchair lift and securing wheelchairs in vehicle, and as much as possible avoid sharp turns and bumps.
- ◆ Actively participate in all required training sessions.
- ◆ Comply with all safety requirements in the Head Start Program Performance Standards, all state school bus laws and regulations, and all program procedures as stipulated in the transportation policy and procedures.
- ◆ Immediately report, verbally and in writing, any incident, accident, or unusual situation that could or did place a child at risk of injury.
- ◆ Recruit eligible Head Start and Early Head Start children.
- ◆ Follow orally communicated directions and instructions regarding work assignments and procedures.

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- ◆ Follow safety guidelines and maintain a safe working environment.
- ◆ Comply with all Head Start, DHR and Agency guidelines, policies and procedures.
- ◆ Actively contribute to a positive teamwork environment.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and Experience:

- High School Diploma or GED required.
- Valid CDL Drivers License with Passenger/School Bus Endorsement is required.
- Experience in working with pre-school age children is desired.

Certificates, Licenses, Registrations:

- Valid Alabama CDL driver's license with Passenger/School Bus Endorsement.
- Serviceable automobile.

Language Skills:

- Ability to communicate to diverse populations.
- Ability to follow written and oral instructions.
- Ability to effectively present information to children and families.
- Ability to communicate in large and small group settings.

Mathematical Skills:

- Ability to compute simple math such as addition, subtraction, multiplication and division.

Reasoning Ability:

- Ability to analyze problems confronted by program participants.
- Ability to define problems and draw valid conclusions.

Other Skills and Abilities:

- Ability to work in a constant state of alertness.
- Excellent driving record.
- Reliable, punctual and trustworthy.
- Familiar with state and local transportation regulations.
- Ability to develop effective working relationships with staff members and program participants.
- Ability to communicate effectively with the target population.
- Knowledge of CSP programs and services.
- Sensitivity to multi-racial and multi-cultural issues.
- Ability to develop working rapport quickly and easily.

Physical Demands: *The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities previously mentioned.*

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is routinely required to stand and walk. Specific vision abilities required by this job include vision required to operate a motor vehicle. Multiple demands from the children and

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other individuals are frequently required of the employee. The ability to write, read, listen, and speak is required of this employee. In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, an initial health examination (that includes screening for tuberculosis) and a re-examination every four years will be required of this position.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

Reviewed by Board of Directors 12.03.2015

Reviewed by Board of Directors 01.19.2017

Reviewed by Board of Directors 03.15.2018

Reviewed by Board of Directors 01.17.2019

Reviewed by Board of Directors 03.19.2020

Reviewed by Board of Directors 03.18.2021

Reviewed by Board of Directors 01.19.2023

Revised 3.1.2024