



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Head Start Bus Driver (**Temporary/Part-Time**)  
**DEPARTMENT.....:** Housing & Human Services  
**DIVISION.....:** Head Start  
**CLASSIFICATION/GRADE.....:** Head Start Bus Operator /102  
**REVISED.....:** 01/2018  
**REPORTS TO.....:** Education Specialist  
**REVIEWED.....:** 01/2018  
**WAGES.....:** Non-Exempt (Hourly)

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### **SUMMARY:**

This position is responsible for the transport of children, staff and parents to and from educational field trips during the Head Start school year.

### **BASIC FUNCTIONS:**

1. Must sign and adhere to the TPCG/Head Start Standards of Conduct while employed.
2. Inspects Head Start bus prior to each field trips for mechanical defects and/or safety issues.
3. Must be knowledgeable of safe routes in the City of Houma, New Orleans, and other large metropolitan cities in Louisiana for the operation of the Head Start bus.
4. Must properly operate Head Start bus for the safety and comfort of the Head Start children, staff, and parents.
5. Assist any child or adult with mobility issues to board and use the Head Start bus safely and securely.
6. Must be able to secure wheelchairs in the appropriate area in the bus.
7. Must be willing to refuel the Head Start bus after each use.
8. Must keep the Head Start bus clean.
9. Follow and enforce all Head Start Transportation Safety Regulations.
10. Maintain records (driver's log book) of work performed.
11. Informs Supervisor when there is a mechanical or safety concern that needs to be addressed in a timely manner.
12. Willingness to work on an "On-Call" basis.

### **OTHER REQUIREMENTS:**

1. Must possess a Commercial Driver's License (CDL) Class A, B or C with the School Bus endorsement.
2. Must have a clear driving record.

### **EDUCATION/EXPERIENCE:**

1. High School Diploma or GED is mandatory. Experience with operating a school bus is preferred.