



ECONOMIC OPPORTUNITY COMMISSION

OF NASSAU COUNTY, INC.
134 JACKSON STREET
HEMPSTEAD, NY 11550
516-292-9710 FAX 516-292-3176
www.eoc-nassau.org

BUS DRIVER JOB DESCRIPTION

SCOPE: The bus driver is administratively responsible to the Supervisor of the program. The Grantee office will supply technical assistance.

ROLE: The role of the driver is to operate the vehicle safely. Respond reliably and safely to any emergency situation and well as to relate to the children he/she is transporting.

RESPONSIBILITIES

1. To operate the bus on the assigned route.
2. To follow the program rules for conduct while operating the bus.
3. To provide a positive, supportive environment for the children riding the bus.
4. To communicate reliably with the staff and children's parents.
5. To handle any emergency calmly and effectively.
6. To maintain accurate records about the daily transportation of the children.
7. To maintain accurate records on the daily operation of the bus including daily mileage.
8. To maintain accurate records of vehicle maintenance.
9. To participate in all necessary training and planning meetings.
10. Drive Head Start parents, children and staff for medical, dental or social service referrals and/or follow up.
11. Drive Head Start staff on job related trips as necessary with the supervisor's approval.
12. Must keep vehicle clean.

QUALIFICATIONS

1. Must have a recent physical examination.
2. Have some experience driving a school bus.
3. Must comply with all applicable County, State and Federal requirements for school bus drivers.
4. Must have a Commercial Driver's License (CDL)
 - a) Class "B" or "C"
 - b) Endorsement "P"
 - c) Restrictions may vary on the license
 - d) Must clear our insurance company review
5. Article 19A required for all bus drivers.