



TITLE: Bus Driver Assistant

LOCATION: Somerset NJ

CLASSIFICATION:

REPORTS TO: PFCE Supervisor

PROGRAM: Exempt

SALARY RANGE: TBD

DEPARTMENT: Early Childhood program

EMPLOYMENT STATUS: Part Time /Schedule varies based on program needs

ESSENTIAL FUNCTIONS:

- Safely assist children on and off the school bus and in securing children into the safety restraints.
- Provide a positive environment for children while riding the bus, keeping them occupied with developmentally appropriate songs and games.
- Assist in coordinating and conducting Emergency Bus Evacuation Drills and Transportation and Pedestrian Safety workshops with the PFCE Supervisor and Bus Driver for parents, staff and children.
- Understand and implement program's School Readiness Plan, inclusive of activities to support the Parent, Family & Community Engagement goals and outcomes.
- Adhere to all safety regulations/precautions and program rules of conduct.
- Support Bus Driver in enforcing bus rules.
- Complete daily attendance records on children riding the bus and submit them on a weekly basis to the PFCE Supervisor.
- Actively participate in special community events and agency-wide initiatives including development events and activities.
- Perform any other duties as assigned in support of agency and program needs and operations.

MINIMUM REQUIREMENTS: (Must be fully met in order to qualify for position)

- Ability to work independently and collaboratively under critical time frames and apply good work habits to effectively complete assigned tasks and contribute to the smooth operation of the program.
- Proficient computer skills, including data base systems, and access to email and internet.
- High School Diploma or equivalent combination of education and experience and 1 year experience assisting in the operation of a school bus.
- Ability to speak, read, write, comprehend, process, interpret follow and carry out instructions spoken in the English language and written in a variety of documents and reference relevant to the job.

ADDITIONAL PREFERRED QUALIFICATIONS: (Optional, used to determine best match in candidates)

- Experience assisting in the transportation of or working with 3-5 year old children.

Submit resume to hr@hopes.org

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