



**TITLE:** Bus Driver

**CLASSIFICATION:** Non-Exempt

**PROGRAM:** Early Childhood Program

**DEPARTMENT:** PFCE

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

**LOCATION:** Somerset NJ

**REPORTS TO:** PFCE Supervisor

**SALARY RANGE:** TBD

**ESSENTIAL FUNCTIONS:**

- Plan and coordinate bus routes and safely transport children to and from the centers during regularly scheduled bus runs and prepare the children for necessary bus runs with the Bus Assistant.
- Maintain all transportation services records in accordance with federal, state and local regulations.
- Coordinate and conduct Emergency Bus Evacuation Drills and Transportation and Pedestrian Safety workshops with assistance from the PFCE Supervisor and Bus Assistant 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.
- Transport children and/or parents/guardians to and from health screenings or treatment appointments as directed by the Parent, Family & Community Engagement Supervisor.
- Conduct pre- and post-bus run inspections and complete appropriate documentation; reporting any needed repairs or concerns to the PFCE Supervisor.
- Take bus to all inspections as required by local, state and federal regulations; complete/maintain appropriate documentation and submit 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)

- High School Diploma or equivalent combination of education and experience.
- 1 year experience operating a school bus; valid New Jersey CDL Driver's License with proper endorsements for a minimum 52-passenger school bus and clean Motor Vehicle Record (MVR).
- Demonstrate knowledge and understanding of applicable regulations and standards as it applies to New Jersey Commission of Motor vehicles.
- Able to handle emergency situations calmly and effectively
- 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 transporting or working with 3-5 year old children.

Submit resume to [hr@hopes.org](mailto:hr@hopes.org)

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