

Jubilee Job Description

Position Title: Child Care Center Vehicle Driver/Bus Driver

Education/Qualification/Experience: High School Diploma or GED, Good Driving Record, 2 years plus driving experience, CDL Preferred (Driving Record Documentations and Certificates Required)

Report to: Administrator/Assist. Administrator

Summary: Safety is always First!!! Transport students to and from School and on Field Trips safely. Complete all daily vehicle paperwork pre and post documents as required by state and the JCCC Administrators. Fill vehicle with fuel and have vehicle serviced as needed and required, keep vehicle clean and report any malfunctions.

Essential Duties and Responsibilities:

- Participate in all fieldtrip activities supporting and helping staff with students.
- Perform pre-trip inspections of vehicle before each route and report mechanical defects etc. to Administrator/Assist. Administrator.
- Complete and keep current all paperwork, student attendance, Vehicle Book, First Aid Kit, etc. as required by state and Administrator. Perform all practice emergency evacuations drills etc. on schedule.
- Keep Vehicle cleaned out, fuel and maintenance serviced.
- Keep routine and nonroutine information updated and on time to the designated destination along with a pre-routed map for field trips etc.
- To maintain a safe vehicle environment, children must be seated with their seatbelts fastened and speaking quietly at all times.
- Students may NEVER be left alone on JCCC vehicles at any time.
- Promote a positive image of Jubilee in presentation, appropriate dress and in conducting business on behalf of JCCC.
- Cooperate with other JCCC professional staff team members and maintain a positive relationship.
- Obey All local and state traffic laws.
- Maintain current knowledge of all state and local traffic laws especially pertaining to safety.
- Complete all state required in-services trainings.
- Smoking, drinking, eating, texting, etc. while operating JCCC vehicles is prohibited.
- Driving under the influence of medication, alcohol, drugs, etc. will be cause for termination.
- Maintain consistent and punctual attendance.
- Perform other duties assigned by the Administrator.