



Our vision is to be a powerful force for improving the quality of life in our community.

Lower Columbia College Head Start/ECEAP is accepting applications for:

Part-Time & Substitute Bus Drivers

(Truck Driver 1)

Part-time positions are 75 hours or less per month.

Position pays \$18.05 per hour with no benefits.

Position is open until filled.

Application Procedure

Applicants must complete:

- A Lower Columbia College employment application
- A cover letter addressing how you meet minimum qualifications and the essential functions
- A current resume
- Unofficial transcripts
- LCC Background Check Form
- A Lower Columbia College Head Start/ECEAP Background Inquiry, A Washington State Department of Early Learning Background Authorization
- An Applicant Data Form (optional)

Application materials are available online or at:

Human Resource Services

Administration Building, 1st Floor
Lower Columbia College
1600 Maple Street
PO Box 3010
Longview, WA 98632
Phone: (360) 442-2122

After working 350 hours in a 12-month period, this position will be included in the bargaining unit and will be subject to the union security provisions of the WFSE HE Collective Bargaining Agreement.

Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Qualified members of protected classes are encouraged to apply. The College is also committed to maintain an environment for teaching and learning which is free of drugs and alcohol.

The Title IX/ EEO Coordinator and Section 504 Compliance/ADA Officer is Kendra Sprague, Administration Building, (360) 442-2120.

If you are hired, you will need to provide proof of identity and documentation of U.S. citizenship or appropriate legal authorization to work for the duration of this position as required by the Immigration Reform Control Act of 1995.

Equal Employment Opportunity Employer

Lower Columbia College Head Start/EHS/ECEAP
Bus Driver Duties and Qualification

Position description: The Driver is responsible for safe transportation of children and parents to and from program activities.

Sample duties and responsibilities:

- **Pre-trip inspection.** Conducts a professional pre-trip inspection of every vehicle driven every day and reports suspected mechanical problems at once, which includes all emergency equipment, i.e., first aid kit, fire extinguisher, seat belt cutter and child safety restraint systems. Completes Daily Vehicle Inspection Reports accurately and in a timely fashion.
- **Post-trip.** Conducts a thorough post-trip inspection for children or other items left on board, or vehicle problems, at the conclusion of every trip. (Both the driver and monitor are responsible for checking for children).
- **Custody of children.** Ensures that children are released only to an authorized individual.
- **Sensitivity.** Sensitive to the need of young children; willing and able to relate to children and adults from all ethnic, racial, religious, or socioeconomic backgrounds.
- **Defensive driving.** Drives defensively at all times; prevents accidents by compensating for the unsafe actions of other drivers, challenging road and environmental conditions, etc.
- **Compliance with rules and laws.** Complies with all safety requirements in the Final Rule, all state school bus laws and regulations, and all Program procedures as stipulated in the transportation policy and procedures handbook, memos, notices, meetings, etc. Must be aware of current transportation laws and regulations.
- **Reasonable precaution.** Uses reasonable precaution in the performance of all duties. Acts in such a manner as to ensure maximum safety to children, parents, self, the public, and fellow employees at all times.
- **Children's safety.** Refrains from any act or omission that could jeopardize the safety of children.
- **Reporting incidents.** Immediately report (by radio, cell phone or other means) incidents, accidents, or unusual situations that could or did place a child at risk of injury, and willing and able to describe such incidents in writing.
- **Punctuality and attendance.** Punctual; demonstrated good attendance, advises Transportation Manager at least one hour ahead of time if unable to work.
- **Running routes as written.** Runs fixed routes as written; does not make unauthorized changes to routes or stops.
- **Reporting hazards.** Reports any significant safety hazards (routes, roadways, changing weather conditions, etc.) to Transportation Manager as soon as possible and prior to proceeding if at all possible, otherwise relies on professional judgment and training.
- **Unnecessary conversation.** Interaction with child and adult passengers is positive, but drivers must refrain from excessive conversation with monitors, parents, or children, while driving or loading or unloading children, which could be distracting and cause an accident.
- **Courtesy and civility.** Courteous and professional with children, parents, staff, and the public.

- **Confidentiality.** Respects the confidentiality of children, families, and staff at all times.
- **Reporting child abuse or neglect.** Reports signs of child abuse or neglect at once.
- **Inappropriate touching.** Refrains from inappropriate physical contact with children or staff. This does not mean all physical affection towards children, such as hugs, are prohibited. But any contact that is sexual or lascivious in nature will result in immediate termination as well as possible legal action.
- **Custody of medicine.** Assists monitor in ensuring that children's medication is transported in a secure manner and that chain of custody is properly documented.
- **Safety drills.** Conducts and documents effective safety drills for children and parents.
- **Evacuation plans.** With the assistance of the Transportation Manager, prepares written emergency evacuation plans when transporting children with disabilities, and updates plans as necessary.
- **Vehicle cleanliness.** Works with monitor to maintain a clean and hygienic environment inside the vehicle; cleans outside as necessary.
- **Universal precautions.** Practices universal precautions at all times.
- **Tobacco products.** No use of tobacco products on or near the vehicles.
- **Eating.** No eating while transporting children.
- **Drinking water and/or coffee.** Drinking water and/or coffee on the bus must be in a sealed (non-glass) container and fit securely inside the cup holder. No drinking while bus is in motion.
- **Clothing and hygiene.** Dresses safely and appropriately when on duty; avoids inappropriate or provocative clothing, such as shirts or hats with sexual slogans, curse words, etc. Wears clean clothes and practices good hygiene. Avoids loose or dangling jewelry that children can grab or could become caught in equipment, or sharp objects and pins that could injure children. Wears footwear that minimizes the possibility of slips and falls or the foot slipping off a vehicle pedal.
- **Wheelchair safety.** When transporting children using wheelchairs or other adaptive equipment, exercises a high degree of caution, in accordance with training, when using a wheelchair lift and securing wheelchairs into the vehicle, and as much as possible avoids sharp turns and bumps, which could injure children in wheelchairs.
- **Teamwork on the vehicle.** Works cooperatively with monitors and parents.
 - ✓ **See Bus Monitor Bus Description HR 2w.**
- **Assigned vehicle.** Accepts vehicle assignments professionally and without resistance.
- **Training.** Actively participates in all required training sessions.
- **Flexibility.** Performs other duties as assigned. Exhibits flexibility and tolerance as routes or other conditions change.

Qualifications. The Final Rule requires each Program to define its own specific criteria, within the constraints of the law, for accepting or rejecting driver applicants. Applicants must be informed of what these criteria are.

- **Driving record.** Excellent driving record. Driving record must be checked prior to hire. A demonstrated pattern of moving violations or accidents indicates an unacceptable disregard for safety, even if they occurred in the applicant's own vehicle. Unless it is possible to utilize existing state criteria for school bus drivers, each Program must create its own specific criteria for rejecting applicants based on driving record violations.

A check of applicants' driving records through the appropriate state agency. Insurance providers may also be able to provide motor vehicle records for applicants.

- **“S” Endorsement.** Must have an “S” endorsement on driver’s license.
- **CDL.** Possession of a current CDL with Passenger Endorsement. If applicable, the air brake restriction must be removed as well. Trainees with only a CDL permit must not be allowed to transport children at any time, even with another licensed driver on board.
- **Criminal history check.** A criminal history background check will be conducted prior to hire.
- **Drug and alcohol testing.** Pre-employment drug testing and subsequent drug and alcohol testing is required. Applicants must be informed that submitting to drug and alcohol testing is a "condition of employment."
- **Tuberculosis test.** Because of their close interaction with children, Head Start drivers will be required to pass a TB test.
- **Employment history.** Has not been terminated from a previous driving job due to a safety infraction or a drug or alcohol violation. (Federal law requires commercial vehicle employers to inquire about applicants' job histories of previous commercial vehicle employers.
- **Age.** All bus drivers shall hold a CDL, and because federal law set a minimum age of 18 for bus drivers to obtain a CDL, bus drivers must be at least 18 years old. There is no maximum age for CDL or bus drivers. State requirements may be more but not less strict than federal law.
- **Physical exam.** Prior to transporting children, bus drivers must pass a CDL physical examination. Bus driver physicals should be modeled on, or the same as, those required for school bus drivers in that state. Exams should not be conducted by a physician acting as the driver's personal physician at the time.
- **Physical performance test.** To ensure that bus drivers are physically capable of doing the job, some states require ADA-compliant "physical performance" tests for school bus drivers, requiring drivers to demonstrate the flexibility, dexterity, and strength necessary for the job, including emergencies. State laws may apply, or Head Starts can implement their own tests.
- **Written reports.** Bus drivers must be able to create written reports as necessary, including daily vehicle reports, behavior management referrals, incident reports, etc.
- **First aid and CPR training.** Bus drivers must complete a basic first aid and infant cardiopulmonary resuscitation (CPR) class.
- **Communication.** Bus drivers must be able to communicate professionally in both routine and unusual situations.