



Hampton Roads Community Action Program

2410 Wickham Avenue
P.O. Box 37
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Part Time Bus Driver (20 hours per week)

Location: Peninsula and Southside

Component: Head Start

Qualifications: Must have a high school diploma or GED. Must possess a valid Virginia Commercial Driver's License with PS Endorsement. Must have a physical, TB test, and criminal background check at the time of employment. Knowledge of geographic area. Must have a good driving record.

Duties: Serve as a member of the Transportation Team to provide safe, quality transportation services to children and families in the Head Start/Early Head Start Program. Adheres to all local, state, and federal policies regarding transportation. Supervises Bus Monitor. Maintains confidentiality concerning children and families. Transports children to and from the Head Start centers in a safe, efficient, and timely manner to include children with disabilities. Transports children to and from field trips, health clinics, public schools, and other program related activities. Transport parents and staff to meetings, conferences, and workshops, as directed by Supervisor or Leadership Team. Maintain a healthy, safe, and orderly environment on the bus. Maintain communication throughout workday and after runs with Transportation Coordinator in case of emergencies or other pick-ups/drop offs. Assure children are seated properly in their seat belts and harness while being transported. Conducts a child count to confirm that the correct number of children are on the bus and a final count to prevent children from being left behind. Performs daily pre-trip and post trip inspection that is required by state and federal law each day. Consult with Transportation Coordinator and Program Operations Team Leader to secure necessary repairs. Always maintain an updated pick-up/drop-off schedule. Must submit weekly and monthly reports on time to Transportation Coordinator and Program Operations Team Leader. Attends bi-weekly meetings, and in-service training when scheduled. Submit Referrals/Special Arrangements to Transportation Coordinator and must be approved prior to any changes being implemented. All staff must sign in at their appropriate Head Start center daily and communicate with Transportation Coordinator. Driver is to Pre-trip their bus at 7:15 a.m. (start time); clock out at 9:15 a.m. and report back to their assigned school at 2:15 p.m. to prepare to take the children home. Perform other duties as assigned by the Head Start/Early Head Start Director.

Salary: \$19.29 per hour; 20 hours per week with no benefits.

Application: Please go to <https://hrcapinc.org/about/employment/> and complete an online application, or you can print and fill out the application and email it to hrcapresume@hrcapinc.org, fax it to 757-534-9240, or mail or deliver it in person to HRCAP 2410 Wickham Avenue P.O. Box 37 Newport News, VA 23607

Closing Date: Applications accepted until the position is filled.