

**CHILDREN'S VILLAGE – BR, INC. and  
CHILDREN'S VILLAGE – SALMON CREEK, INC.**

EMPLOYEE NAME:  
POSITION: Bus Driver  
CLASSIFICATION: Non-exempt  
REPORT TO: Director

**JOB DESCRIPTION**

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**General Responsibilities**

As a Bus Driver for School Age Child Care, you will be responsible for safely transporting children to and from various locations. With core skills in driving, communication, and school bus driving, you will ensure the well-being and comfort of the children under your care. Your premium skills in bus driving and commercial driving will be essential in navigating different routes efficiently. Additionally, your relevant skills in childcare, and experience with children will enable you to create a positive and engaging environment during transportation.

Similar to public schools, our early learning program transports children to and from their respective schools. We are seeking a candidate who enjoys working with children as well as transporting them.

Join our team and make a difference in the lives of the children we serve.

**Minimum Qualifications:**

- **Minimum age, 25 years**
- Valid driver's license.
- Clean driving record with no major violations.
- Previous experience as a bus driver, preferably in a school or early learning setting.
- Ability to communicate effectively in English, both verbally and in writing.
- Ability to work well with children and provide a safe and comfortable environment for them during transportation.
- Excellent customer service skills and the ability to interact professionally.

**Essential Functions**

- Safely operate a bus while transporting children to and from school and field trips as scheduled.
- Adhere to all traffic laws and safety regulation.
- Maintain a clean and organized bus interior.
- Assist passengers with safe boarding and exiting of bus.
- Provide excellent customer service .
- Communicate effectively with passengers to address any concerns or questions, and to ensure safe riding.
- Follow designated routes and schedules.
- Effective communication with community partners and school personnel.
- Conduct pre-trip and post-trip inspections of the bus.
- Other duties as assigned to support Children's Village.

## **Work Schedule**

This position is part-time, Monday through Friday, between the hours of 630am and 6pm. Positions can be year-round and at either of our centers providing transportation.

## **Working Conditions/Physical Requirements:**

- Travel to Children's Village – BR, Inc. and Children's Village – Salmon Creek, Inc., and Children's Village – Battle Ground, Inc. centers as assigned.
- Excellent attendance during scheduled work hours, required meetings and trainings.
- May be required to lift and/or move up to 40 lbs.
- May be required to sit, stand, stoop, kneel, crouch, reach or crawl.

## **Employment Requirements:**

- Successful completion of a portable background check and fingerprint clearance through DCYF Beginning January 1st, 2024, you MUST have a cleared background check prior to starting. We will interview and make job offers and start dates would be based on a clear background check.

**Begin this process by** visiting [merit.dcyf.wa.gov](https://merit.dcyf.wa.gov). Click on "sign in or register". Fill out the required fields and create a password. Activate your account by clicking the link sent to your email account. Once signed back into your verified MERIT account, you can go to "My Applications" tab and complete the application for a STARS ID as well as your Portable Background Check application.

- Participation in the State Training and Registry System (STARS) program required.
- Initial Child Care Basic training to be completed within 90 days, or as soon as cohorts are available through DCYF.
- 10 hours of continuing education required annually per childcare licensing requirements.
- Valid certification in CPR, first aid, HIV/Bloodborne Pathogens training.
- Negative TB test completed within the previous twelve months prior to starting.
- Meet current DCY immunization standards and be able to provide record of MMR immunization.
- Other training as required.

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as assigned by their supervisor.

Please submit your resume highlighting your relevant experience and qualifications. We look forward to reviewing your application.

Pay: From \$21.00 per hour

## **Pay and Benefits:**

Starting from \$21/Hour, depending on education, experience and qualifications.

Medical benefits, 401(k) and PTO benefits as applicable; refer to Employee Handbook.