

A Child's Haven, Inc.

20 Martin Drive Greenville, SC 29617

JOB OPENING - Posted 6/17/16 Exciting
opportunity to JOIN an organization
that is dedicated to make a difference
in the lives of young children!

Part Time Bus Driver/Transportation Monitor

Position Purpose: Drive the bus in safe transportation of the children, or provide supervision of children while being transported, and provide positive interactions with parents and caregivers. Represent the agency in the community with positive engagement with participating families.

Essential Duties and Responsibilities: Provide daily transportation for children attending A Child's Haven driving a 15 passenger bus, engage with families during pick up and drop off, complete daily documentation, follow transportation operating procedures and bus inspections and upkeep. Supervise children for safety during bus rides. Work a split shift for morning route and early afternoon route.

Education and Experience:

- Must be 21 years old.
- Must have a valid South Carolina Driver License
- Must meet SC DHHS requirements for non-emergency medical transportation that include a DOT physical and excellent driving record
- Must have a High School diploma. Preferred - Bachelor's degree in Early Childhood Development, Education or related field that includes coursework in preparation to work with children and families of diverse backgrounds and developmental and mental health concerns.

Essential Physical Skills:

- Drive or ride in a small bus for at least three hours at a time
- Board and disembark from small bus quickly and while assisting small children
- Disembark from small bus through rear door emergency exit
- Stoop and sit to enable communication with young children at children's level
- Move quickly, reach and lift in the handling of weight of materials and caring for young children