



Bus Drivers Part-Time Greenville, SC

About us: A Child's Haven (ACH) is a 501(c)(3) nonprofit organization who operates a Therapeutic Child Care Center (TCC.) TCC is a child-focused, family-centered intervention which targets the relationship between the child and the parent (or primary care giver.) Grounded in attachment theory, services are relationship-based, developmentally appropriate, and trauma informed. Young children receive individual & group therapy, caregivers receive parent education and family therapy, to include home visitation. We're dedicated to transforming the lives of young children who have experienced developmental delays or behavioral challenges. Many are victims of poverty, child abuse or domestic violence.

POSITION SUMMARY:

The Bus Driver & Transportation Administrative Assistant will always perform the duties of bus driver in a manner with safety first when operating the bus. The primary role of this position is the safe transportation of children to and from A Child's Haven in the morning and afternoon. This position will work closely with 1-2 bus monitors/Therapeutic treatment providers and is expected to reinforce any interventions implemented by the monitor. This position assists in providing supervision of children being transported and provides positive interactions with parents and caregivers according to standards and regulations governing the transportation department. This position also performs duties relating to the needs of the Center; **additional hours will be offered when needs arise. Hours/week will never exceed 30 hours.**

ESSENTIAL JOB FUNCTIONS:

Driver:

- Transport children to and from home according to designated route schedule and completing all required transportation documentation and following transportation protocol's and safety procedures.
- Provide positive communications between Center and families;
- Provide documentation for any incidents related to family contact, child behavior or transportation upon arrival to center
- Account for each child on and off the bus and perform routine bus cleaning.
- May be required for additional driving duties for field trips, special events, parent groups or other to be determined

- Assist with the loading and unloading of children during morning and afternoon bus routes
- Ensure the children are restrained and safe while being transported.

Center Assistant:

Duties and tasks will vary and depend on needs of organization. Duties and tasks may include but are not limited to:

- Providing brief 15-minute breaks to Therapeutic Service Providers in Classrooms during treatment hours of 9am-1pm by monitoring children in classroom with other Therapeutic Providers
- Cleaning and organizing children’s laundry for Group Treatment Rooms
- Organizing and cleaning Parent Store, supply closets, Therapy Rooms
- Setting up rooms for large meetings, events
- Back-up Front desk receptionist
- Picking up or dropping off materials and supplies from the community
- Assisting with Training new Transportation team members
- Assisting with bus schedules and bus routes
- Other specialized tasks and duties that may arise

Other Skills:

- Proficiency in Microsoft Word, and internet-based programs
- Demonstrated writing skills and online documentation navigation
- Demonstrates professional conduct with staff, clients and volunteers.
- Demonstrates professionalism in communicating written or spoken with clients and their families, staff and others

ESSENTIAL PHYSICAL SKILLS:

- Perform general physical activities that require considerable use of arms, legs and moving the whole body
- Stand for long periods
- Use a computer keyboard, smart phone, GPS system
- Walk distances of ¼ mile
- Ride a small bus
- 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
- Exit small bus rear emergency door and assist others in exiting

ENVIRONMENTAL CONDITIONS:

- 15 passenger buses
- Outside weather conditions
- City and highway driving
- Assisting with Training new Transportation team members
- Assisting with bus schedules and bus routes
- Other specialized tasks and duties that may arise

LANGUAGE REQUIREMENT:

- Bilingual English and Spanish is desired, but is not required

MINIMUM JOB QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Must be at least 25 years old for transportation insurance coverage.
- Must have a High School Diploma or equivalent.
- Reliable transportation, valid SC Driver's License with a clear driving record
- Maintain a valid driver's license and be able to provide proof of insurability
- SC Medical Examiner's Certificate for Commercial Driver (DOT) and drug screen
- Meet and Maintain required driving credentials for DHHS Non-Emergency Medical Transportation and maintain excellent driving record
- Employment is contingent upon clear fingerprint and criminal history record
- Mission focused/Outcome Oriented

CITIZENSHIP REQUIREMENTS:

Must be authorized to work in the United States. No sponsorship provided.

Reports to: Transportation Manager

Employment Status: Non-Exempt

Salary: \$12.50 per hour

SCHEDULE: Morning Shift is 6:45am – 9:15am

Afternoon Shift is 12:00 – 2:00 pm

25- hour work week on average

A Child's Haven provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, pregnancy, childbirth, or related medical conditions, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Please complete our employment application which is located at our website www.achildshaven.org. Please submit the application along with a resume to hr@achildshaven.org. List the position in the subject line. An application must be completed entirely. Please do not put "see resume" in the work history, otherwise, the application is incomplete and cannot be considered.