



Engaging communities. Empowering individuals.

**Action Pathways, Inc.  
Job Vacancy Announcement**

Title	Type	Date Opened
Bus Driver	Full Time/Non Exempt	11/03/2016
Department/Location	Entry	Closing Date
Head Start/TBD	\$9.61 per hr.	Opened Recruitment

**Required Education/Experience:**

High School Diploma or GED with 2 years experience driving large transport vehicles; or equivalent combination of education and experience.

**Conditions of Employment:**

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Must be able to pass a post offer physical examination.

Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

Must have and maintain a valid NC Commercial Driver’s License (CDL) with the School Bus Certification and Passenger & School Bus Endorsement.

**General Duties & Responsibilities:**

Drives bus to safely transport Head Start children over specified routes between homes and centers, according to time schedule and on designated field trips; cleans Head Start center and grounds.

- Drives assigned route, providing safe transportation for all assigned children. Maintains appropriate logs including daily child transportation logs, fuel logs, and mileage logs.
- Ensures emergency information of assigned children is accurate and updated as needed.
- Inspects bus and checks tires, gas, oil, and water before departure. Responsible for maintaining and cleaning assigned bus. Reports maintenance needs of bus.
- Complies with local traffic regulations. Immediately reports delays or accidents.
- Keeps Head Start building and grounds clean and in orderly condition as required by NC Day Care Licensing Office and agency policies.

**Knowledge:**

Applicant must be able to:

- Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals. Write reports and maintain records. Perform basic math.
- Have and maintain a good driving record with no moving violations.

Applicant must have:

- CPR & First Aid Certification; Negative TB test. Must be at least 21 years of age.
- CDL with School Bus Certification & Passenger & School Bus Endorsement.

**How to Apply:**

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at <http://actionpathways.ngo/>. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement.

Please direct all applications to the attention of the Human Resources Department.

**“An Equal Opportunity Employer”**

**Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.**