

## JOB TITLE: Substitute Bus Driver

- PAY RANGE:** Job category range \$19.07 to \$26.54 Starting pay \$19.07
- LOCATION(S):** Wellsville, NY & Friendship, NY
- WORK YEAR:** 12 months, subject to call
- WORK HOURS:** As needed to cover the absence of regularly scheduled staff. General work hours are 7:30am -4:00pm Monday through Friday with occasional evening and weekend hours required.
- JOB SUMMARY:** Safely transports Head Start children and parents to and from daily programs, socializations, and field trips by driving a DOT inspected yellow bus in the absence of regularly scheduled staff.

**Characteristics of an Effective Substitute Bus Driver:** Must be flexible, willing to report to work on short notice, and enjoy young children. Successful candidate should have some knowledge of early childhood development and experience driving a bus.

- Qualifications:**
- EDUCATION:** High school diploma or equivalent.
- LICENSEREQUIREMENTS:** Current NYS Commercial Drivers License (CDL) Class C or Class B with passenger (P) and school bus (S) endorsements. Clean driving record for three years.
- EXPERIENCE:** Two years experience driving passenger vehicles 10,000 lbs & up preferred. Experience in transporting preschool children is desirable.

**Job Description:** Safely transport children and parents to and from the program when needed, including regular classroom schedules, field trips, socialization sessions, and special events by operating a passenger vehicle.

Performs safety and maintenance checks on vehicle prior to each day's bus run by checking engine, tires, and frame; records inspection results on bus logs.

# JOIN OUR TEAM! -BE A PART OF OUR STORY-



This is a twelve-month position that is subject to call (Substitute)

**Everyone is welcome! We make a difference to our community.**

**SUBMIT COVER  
LETTER, RESUME,  
& ACCORD  
APPLICATION TO:**

**MAIL:** TRINA LAFLEUR, HR DIRECTOR  
ACCORD CORPORATION  
P.O. BOX 573 | 84SCHUYLER STREET  
BELMONT, NY 14813  
**EMAIL:** [tlafleuf@accordcorp.org](mailto:tlafleuf@accordcorp.org)  
**FAX:** 585-268-7607

*Everyone is welcome here. We make a difference in our Community. We are actively seeking diverse candidates to join the ACCORD team and encourage applications from candidates of color. ACCORD is an equal opportunity employer. All applicants will be considered for employment without regard to age, race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran, or disability status.*