

Transportation Provider / Bus Driver

CHAMPIONS ACADEMY / POSITION DESCRIPTION

Program	Champions Academy Afterschool and Summer
Employer	Excel Community Association of Alamance Inc
Reports to	Operations Manager with Program Director oversight
Employment	Part time and grant funded; hours assigned by season
Compensation	Per approved offer and budget; not established by this draft
Budget role	6550.110.171

Position overview

Provides authorized student transportation from feeder schools, approved home delivery, and educational field trips. Maintains student accountability, safe vehicle use, transportation documentation, and prompt internal communication.

This description consolidates the responsibilities found in the reviewed program records and assigns their practical implementation. It covers both seasons, including preparation and closeout. It is a review draft; ECAA approval and current grant requirements govern adoption.

Key responsibilities

Safe transportation and student accountability

- Operate only authorized, approved program vehicles within the license/endorsement and training required for the vehicle. Follow traffic, passenger-safety, seat/restraint, capacity, and program procedures; never transport participants in a personal vehicle.
- Follow approved school-pickup and home-delivery routes and schedules. Use current rosters, approved addresses, authorized receiving adults, and emergency information; reconcile students before departure and on arrival.
- Receive students from designated school pickup locations under school release procedures. Do not enter schools to retrieve students, override missing parental authorization, or change pickup arrangements independently.
- Maintain active student supervision and safe loading/unloading in coordination with assigned staff. Report unsafe passenger behavior internally; do not conduct substantive parent or disciplinary discussions.
- Release a child at the approved home address only when the responsible adult is visible and present. If no adult is available, retain supervision, notify operations, follow the approved return-to-site/contact procedure, and document the outcome.
- Complete a vehicle check after each route/trip to ensure no child or belongings remain; report any accountability discrepancy immediately. This explicit check is a proposed implementation detail supporting the documented requirement to account for all children.

Vehicle readiness emergencies and documentation

- Inspect vehicle readiness before service within assigned training; report mechanical, safety, maintenance, fuel, cleanliness, or equipment concerns and obtain direction before using an unsafe vehicle.
- Know vehicle emergency/evacuation procedures, communication methods, and student emergency information; maintain required training and participate in assigned drills and staff orientation.
- Report accidents, breakdowns, delays, weather hazards, missing students, route changes, pickup authorization problems, and release concerns immediately to the Operations Manager or Program Director. Obtain emergency help when needed and follow posted/vehicle response plans.
- Maintain trip/route logs, dates, mileage/odometer information, destinations, passenger counts/rosters, actual pickup/drop-off information, incident records, and required receipts; submit support for authorized transportation/mileage reimbursement.
- Keep transportation time separate from reportable program participation time. Supply accurate source times and roster changes to operations/administrative staff.
- Clean and secure the vehicle and assigned materials after use; safeguard emergency rosters and confidential information and report loss/damage.

Field trips coverage and teamwork

- Provide approved educational field-trip transportation within authorized routes, reservations, timing, and passenger capacity. Coordinate with chaperones, operations, and instructional staff on loading, headcounts, destination handoffs, and return.
- Work approved summer schedules based on trip number, distance, and duration; communicate availability and coverage needs and record actual hours rather than budgeted estimates.
- Submit weekly timesheets describing transportation and related preparation, documentation, training, and closeout work; provide records for independent review.
- Greet students/families courteously during authorized handoff, relay routine immediate safety instructions, and route substantive inquiries to leadership. Follow confidentiality, student-release, mandated-reporting, and all shared staff expectations.
- Perform other assigned transportation-related duties appropriate to the position and training; driving assignment alone does not authorize unrelated instructional or fiscal work.
- When transportation is provided under a contract, follow the approved scope, service-log, invoice, insurance, and approval requirements. Employee payroll and timesheet procedures apply to employee assignments; provider status and payment terms must be established in the agreement.

Shared staff responsibilities

- Follow ECAA policies, the approved grant design, assigned schedules, nondiscrimination requirements, and role-specific directions. Perform other assigned duties that support Champions Academy and are appropriate to the position.
- Complete required onboarding, background-check clearance, handbook and emergency-role acknowledgments, meetings, professional development, and performance reviews. Submit credentials and renewal information; report changes affecting eligibility through the required process.
- Record all actual work, including preparation, training, documentation, and closeout, on weekly timesheets and required Time and Effort records. Identify grant and non-grant activities accurately; submit records for independent approval. Do not charge unrelated work to the program.
- Protect student, family, personnel, and financial information. Use authorized systems and individual credentials; secure paper files, devices, and grant property. Report breaches, loss, theft, damage, and inappropriate technology use promptly.
- Know and practice the posted ECCO evacuation, shelter, lockdown, lockout, medical-emergency, missing-child, and reunification procedures. Participate in assigned drills; maintain accountability and supervision whenever responsible for students.

- Report suspected abuse or neglect directly to the appropriate authorities without waiting for internal approval, then notify leadership as required. Report misconduct, conflicts, fraud, or safety concerns through the established process; uphold whistleblower protections.

Qualifications

- Proposed qualifications for ECAA approval: current valid license and any endorsements required for the assigned vehicle; documented driver eligibility and required background clearance.
- Ability to complete required passenger-safety/emergency training, follow routes and written procedures, maintain accurate logs, and supervise safe loading and handoffs.
- Reliable attendance, calm judgment, respectful communication, and ability to meet the essential transportation duties with applicable accommodations.

Work schedule and environment

Work is assigned at the Ebenezer and ECCO campus, 734 Apple Street, Burlington, North Carolina, and at approved off-site activities as relevant to the role. Afterschool planning uses 3:00-6:00 PM on full ABSS student days; Summer 2027 planning uses 8:00 AM-5:30 PM. Preparation, meetings, family events, training, and closeout may occur outside student-service hours. Follow the current approved calendar and assigned coverage; a budget allocation is not a promise of hours.

Budget narrative reference: average 15 hours/week for 40 academic-year weeks and 7 compensated weeks per summer; actual trip demands vary.

Performance and required work products

Performance review covers assigned duties, work products, documentation, safety, confidentiality, attendance, teamwork, and compliance. Retain required plans, logs, approvals, reports, and supporting records. Participate in annual and summer/end-of-assignment evaluations, corrective steps, and follow-up.

ECAA is an equal opportunity employer. Duties will be assigned within the employee's qualifications, training, and applicable accommodations.