



# *Pittsylvania County Community Action,*

## Job Announcement

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**Job Title:** BUS DRIVER  
**Department:** HEAD START  
**Supervisor:** Transportation Manager  
**FLSA Status:** Non Exempt  
**Location:** Pittsylvania County, Virginia  
**Compensation:** \$12.00 per hour (42 weeks per year)  
Part-time (w/out benefits) or Full-time (full-time w/benefits)

**Position Summary:** The incumbent of this position is responsible for transporting children to and from Head Start safely. Maintain vehicles in a manner that complies with Head Start Regulations. Perform custodial duties to assigned Head Start sites daily. Participate in required annual training. Abide by confidentiality policy concerning children, parents, and co-workers. Demonstrate a willingness to cooperate as a team player.

**Minimum Requirements:**

Must be 21 years of age  
Current Commercial Driver's License (CDL w/air breaks)  
Current School Bus (S) and Passenger (P) endorsements  
Current Driver History Report (must be submitted with application)

**If selected, the incumbent must successfully pass the following:**

Physical Examination/TB Screen/Drug Screen  
CPR & First Aid Certification  
Cleared Child Protective Services Report  
Clean Criminal Record Check

**Application Process:**

**Submit an agency application (available at [www.pccainc.org](http://www.pccainc.org) or administration office 348 North Main Street, Chatham), 3 current letters of reference, resume, copy of CDL and DMV driving record to the following:**

Mail to: Pittsylvania County Community Action Inc.  
Attn: Victoria Minton  
PO BX 119  
Chatham, VA 24531  
(434) 432-8250

Or via email: [vminton@pccainc.org](mailto:vminton@pccainc.org)