



# POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

[www.caoginc.org](http://www.caoginc.org)

## POSITION/TITLE: Head Start Bus Drivers

1-Batavia - Mon-Thurs 11:00am- 5:00pm  
2-Medina- Mon-Thurs 7:00-8:30 am; 11:00 am-  
1:00pm; 2:30pm - 4:30 pm  
3-Albion - Mon-Fri- 2:00 pm-3:30 pm

**Great position for retired Drivers; school district schedule; benefits; fees, physicals, etc. reimbursed; pay incentive available**

## QUESTIONS OR RESUME TO:

*Susan Jessmer, HR & Payroll Administrator*  
409 East State Street  
Albion, NY 14411  
[hr@caoginc.org](mailto:hr@caoginc.org) 589-5605

RESPOND BY: Positions remain open until filled

Note: Internal Candidates may respond with a letter of interest.

## MAJOR RESPONSIBILITIES

The bus driver is responsible for the safe transportation and assistance of the Head Start children (18 months- 5 years old) to and from the program on an agency owned and maintained small school bus. There is an experienced Assistant on every trip. Paid training provided.

The driver must comply with all rules and regulations required (e.g. NYS Department of Transportation, Department of Motor Vehicles, NYS Office of Child and Family Services, etc.).

## REQUIRED MINIMUM QUALIFICATIONS

Current CDL with passenger and school bus endorsement (may assist with obtaining school bus endorsement if needed)

High School Diploma or GED

Successful completion of pre-employment and random drug/alcohol testing

Must be able to pass all background checks (local, state,

Minimum 3 years of driving experience

## DESIRED QUALIFICATION

Minimum of 2 years' bus driving experience