

## HOPI HEAD START PROGRAM

### HEAD START BUS DRIVER

**INTRODUCTION:** The Hopi Head Start Program recruits and selects dynamic, well-qualified staff that possess the knowledge, skills and experience to provide high quality, comprehensive and culturally sensitive services to children and families in the program. This position is responsible for transporting children and staff to and from school, to related school activities & functions, and maintaining & servicing busses assigned; and perform custodial work at the assigned Head Start center.

**DUTIES:** (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Operates a 20- to 73-passenger school bus to transport students over specified routes and pick-up points; monitors conduct of passengers on bus; maintains discipline and safety; and supervise safe loading and unloading of passengers.
2. Observes all traffic and motor vehicle laws; conducts bus safety, and evacuation drills and assists in the presentation of in-service to staff as needed; reports delays or accidents; provides general safety training for classroom staff and children; and maintains travel logs, i.e., recording travel, fuel and maintenance expenses.
3. Performs bus inspections and completes preventive maintenance reports; schedules servicing for bus and reports major repair problems to supervisor for corrective action.
4. Required to participate in classroom instruction, special events, i.e., cultural day activities, field day etc., provide assistance supervising children and assists with preparation of classroom teaching materials, etc.
5. Attends staff and Policy Council meetings and other parent/student activities to report on area of responsibility, as needed.
6. Reports suspected child abuse cases in written form to the appropriate responsible agency(ies).
7. Clean and sanitizes to hospital grade restrooms, offices, classrooms, buildings, furniture and equipment; reads and mixes cleaning chemicals and disinfectants according to directions; follows health, safety and environmental regulations in the proper use of and disposal of chemicals.
8. Sweep, mop, dust, vacuum, shampoo carpets and strips or waxes/polishes floors; empties trash, disinfects containers and relines containers; polishes furniture; picks up trash on/around interior of building; maintains list of supplies needed and replenishes; cleans entrances and windows.
9. Maintains custodial equipment in proper working condition; maintains list of supplies and replenishes as needed; and reports repairs to supervisor for corrective action.
10. Performs other related duties as assigned and authorized to achieve program goals and objectives.

**COMPLEXITY:** The work requires duties that involve related steps, methods and procedures. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and existence of and differences among alternatives.

**SUPERVISION RECEIVED:** The incumbent is under general supervision and line authority of the Facilities Maintenance & Transportation Coordinator. The work includes various duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action selected from alternatives.

**PERSONAL CONTACTS:** Contacts are with employees within/outside the immediate work area, supervisor, children, parents, grandparents, guardians and the general public. The purpose of these contacts is to exchange factual information, provide assistance, deliver services and establish a network of resources.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:** The work requires physical exertion such as lifting heavy objects in excess of 25 lbs., long periods of sitting, standing, recurring bending, stooping or similar activities and involves moderate risks and discomforts which requires adherence to safety precautions when working with hazardous chemicals, traveling over rough, uneven terrain and in varying weather conditions. The incumbent may be required to wear protective clothing and gear. Travel on and off the reservation is required.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training, and Experience:
  - A. Education : High school diploma or G.E.D. certificate;

AND

  - B. Experience : Two (2) years bus driving work experience, which includes custodial and minor maintenance work

OR

  - C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.
2. Required Knowledge, Skills and Abilities:
  - A. Knowledge :
    - Knowledge of the operation and preventive maintenance of automotive vehicles and buses
    - Knowledge of the occupational hazards and safety precautions of bus driving and transporting passengers
    - Knowledge of traffic laws, codes, regulations and bus and fire evacuation drills/procedures
    - Knowledge of Material Safety Data Sheets (MSDS) and universal precautions for waste disposal
    - Knowledge of standard custodial cleaning techniques, applications of germicides and cleaning hazards in mixing cleaning chemicals
  - B. Skills :
    - Skill in operating 20 to 73 passenger buses or a commercial vehicle with air brakes
    - Adequate verbal and written communication skills to prepare reports and conduct presentations
    - Skill in loading, storing, delivering and securing custodial supplies and equipment
  - C. Abilities :
    - Ability to record maintenance, inspection and mileage data
    - Ability to perform minor building/grounds maintenance and custodial work
    - Ability to safely use hand and powered cleaning equipment and handle cleaning solvents
    - Ability to establish and maintain a professional working relationship with children, parents, staff and others


**NECESSARY SPECIAL REQUIREMENTS:**

1. Possess or be able to obtain a valid Arizona Class B Commercial Driver's License, Bus Driver's Certification and complete/pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass a background investigation & fingerprint check in accordance with Hopi Tribal policy.
3. Possess or obtain a food handler's card and maintain certification.
4. Possess or obtain a First-Aid and CPR certification and maintain certification.
5. Must satisfactorily complete an annual physical examination (including tuberculosis screening) and drug & alcohol test.

**DESIRED QUALIFICATION:**

1. Speak and understand the Hopi or Tewa language.

REVIEWED BY:  9/1/05  
Department/Program Hiring Authority Date

APPROVED BY:  09-06-05  
Personnel Director Date