



HEAD START BUS DRIVER

Hopi Head Start Program

Reports To: Facilities Maintenance & Transportation Coordinator

Salary/Hourly Range: 31

FLSA Status: NON-EXEMPT; Full-Time, Part-Time, Temporary

VALID DRIVER'S LICENSE REQUIRED

PD Revised: 08/09/2018

INTRODUCTION

The Hopi Head Start Program recruits and selects dynamic, well-qualified staff that possesses 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. 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.

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.

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.

KEY DUTIES AND RESPONSIBILITIES

(This is not a comprehensive listing of all functions and duties. This listing is ILLUSTRATIVE ONLY and 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 or authorized to achieve tribal/program goals and objectives.

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 precaution 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

Education: High School Diploma or G.E.D. Certificate;

AND

Experience: One (1) year bus driving work experience, which includes custodial and minor maintenance work;

OR

Any equivalent combination of Education, Training and Experience that demonstrates the ability to perform the duties of the position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the operation and preventive maintenance of automotive vehicles and school buses;
- Knowledge in Arizona school bus minimum standards regulations and laws;
- 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;
- Knowledge in loading and unloading of children safely on school buses;

- Skill in operating 20 to 73 passenger buses or a commercial vehicle with air brakes;
- Skill in verbal and written communication to prepare reports and conduct presentations;
- Skill in loading storing, delivering and securing custodial supplies and equipment;

- 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. Must possess or be able to obtain a valid Arizona Class B Commercial Driver's License with S-P endorsement, Bus Driver's Certification and complete/pass the Hopi Tribe's Defensive Driving course.
2. Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver's license and maintain a clear driving record to meet all necessary insurance requirements.
3. Must complete and pass the pre-employment screening including fingerprint and background investigation in accordance with the Hopi Tribal policy.
4. Must be able to pass mandatory and random drug & alcohol screening.
5. Must not have any felony convictions.
6. Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
7. Must possess or obtain within ninety (90) days of hire, a food handler's card and maintain certification throughout employment.
8. Must possess or obtain within ninety (90) days of hire, a First-Aid and CPR card and maintain certification throughout employment.
9. Must satisfactorily complete an annual physical examination (including tuberculosis screening).
10. Must have Arizona State Clearance Card.
11. Must complete annual DOT physical exam.

DESIRED QUALIFICATIONS

- Depending upon the needs of the Hopi Tribe, some incumbents may be required to demonstrate fluency in both the Hopi and English languages as a condition of employment.