



LOWER ELWHA HEAD START JOB DESCRIPTION (SUB) BUS DRIVER

OVERVIEW: Under the supervision of Transportation Coordinator the bus driver will drive a school bus with 22 passengers over specified routes to transport 3, 4 and 5 year old children. Will assure all maintenance and safety checks have been completed as per Head Start Standards This job includes outside and inside work, constant noise, travel, working closely with others, irregular work hours, loading and unloading buses/vans with children and supplies.

WORK LOCATION:	Lower Elwha Head Start
SUPERVISED BY:	Transportation Coordinator
POSITION STATUS:	Regular Part-time, On Call
SALARY LEVEL:	7A
WORK SCHEDULE:	TBD according to Supervisor

ESSENTIAL FUNCTIONS OF JOB:

- Transport children and volunteers from their homes or designated pick-up points to Head Start and back on school days, field trips or as asked by the Director.
- Ensure passenger safety at all times (seat belts fastened, children never left unattended)
- Ensure that all children have exited the bus upon arrival to destination
- Maintain service, safety and cleanliness of bus to include up-to-date service records. Report deficiencies and add fuel, oil, coolant, and washer as needed.
- Maintain up-to-day emergency cards in van or bus with list of children's names, addresses and emergency contacts.
- Will record daily mileage.
- Will provide for safe transportation of children by maintaining a vehicle that is in good running order and free of obstacles that could injure driver or children.
- Will oversee that all vehicle records of maintenance, use and repairs are done, organized and on file.
- Will schedule and conduct Pre-service and In-service training for all bus personnel.
- Will assist families with bus safety education, bus changes and all bus concerns.
- Assist Education staff in the classroom activities and playground activities

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY POSITION:

- Ability to assist in supervise pre-school children and ensure a safe learning environment This includes the physical ability to move quickly in order to respond to children who are very active and may need redirection in order to insure their safety or the safety of others in the environment.
- Ability to help supervise, guide and facilitate learning 3, 4 and 5 year old children
- Ability to respond appropriately (both mentally and physically) to an emergency or a crisis situation.
- Knowledge of school bus regulations and guidelines.

MINIMUM QUALIFICATIONS:

- Must have three years of driving experience and provide evidence of safe driving record
- High school diploma or GED
- Valid Washington State Drivers license
- Must have a commercial driver's license (CDL) to drive the school bus
- First Aid and CPR card must be obtain within 30 days of starting date
- A physical exam with results in letter form that states person is free of communicable diseases (Negative TB test) by employment date

- No prior convictions of child-related offenses or any felonies.
- Background check to be conducted prior to employment date
- Must be able to comply with the Lower Elwha Klallam Tribe Head Start Drug Free Workplace policies.

PHYSICAL REQUIREMENTS:

- Must be able to lift and carry a child for 20 feet
- Other Functional requirements:
 - (1) Moderate lifting, 15-40 pounds, moderate carrying over 10 pounds and light carrying under 10 pounds, and occasional lifting up to 50 pounds
 - (2) Have very good hearing; both eyes, hands, legs required
 - (3) Reaching above shoulders; use of hands and fingers;
 - (4) Daily kneeling, stooping, bending and sitting on the floor to attend to children's needs (will include walking 4 hours; standing 4 hours; crawling one hour; kneeling 2 hours; stooping and bending 2 hours as needed in job duties).

OTHER DUTIES AND REQUIREMENTS:

- Direct children and learning activities
- Share the responsibility of maintaining a safe, healthy and attractive environment
- Work closely with education staff in sharing concerns and implementing plans to meet identified needs.
- Maintain a safe, insurable driving record (any citation issued to a driver while driving a tribal vehicle may be reason for dismissal).
- Ability to distinguish basic colors
- Pre-Employment drug testing to be administer prior to employment

As with all positions of the Lower Elwha Klallam Tribe this position is Indian Preference in hiring, in Accordance with P.L. 93-638

OPENING DATE: February 3, 2012
CLOSING DATE: February 17, 2012
CONTACT: Employment Services Department
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 Port Angeles, WA 98363
 Phone: 360-452-8471, ext.103