

**Head Start Position Classification & Description**

**JOB TITLE:** Bus Driver/Maintenance

**CLASSIFICATION:** Non-Exempt

**SUPERVISOR:** Head Start Administrator

**GRADE:** NE3

**HOURS:** 8:00 AM-3:00 PM Monday-Thursday 8-3 pm(unless an hour lunch is taken, then the employee stays until 4:00 pm) as needed on Friday’s dependent upon field trip status 1400 hours, 7 hours per day. 3 month furlough status 25-35 hours a week.

**POSITION SUMMARY:** Drive and Maintain Five Sandoval Indian Pueblo’s Head Start buses. Adhere to the Five Sandoval Indian Pueblo, Inc. policies and procedures, as well as keeping in compliance with the Head Start Transportation Standards 1310-1 through 1310.23 and any revisions. Develop, implement and revise annual Transportation Service Plans in conjunction with Head Start Administrator.

The list of duties and responsibilities is illustrative only of the task performed by this position and is not all inclusive.

**QUALIFICATIONS:** At least 3 years minimum driving experience with a current Commercial Driver’s License with passenger and school bus endorsement, excellent driving record, current physical, TB test and current CPR/First Aide Certification (or must obtain within the first 60 days of hire). High School Diploma or GED. Ability to life, carry, or move up to 50 pounds. Must pass criminal background clearance check, including fingerprint identification.

Suggested: complete 45-hour Entry Level Food Handler’s Course.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. **Responsible for developing and maintaining a current schedule for the safe and punctual transportation of Head Start children to and from the center, including daily attendance reports on all children being transported.**
2. **Maintain confidentiality of student and staff issues.**
3. **Must maintain and observe all current safety standards with regard to the vehicle and conduct of the children entering, riding and exiting the bus. Maintain all certifications and credentials related to fulfilling the role as Teacher Assistant/Bus Driver.**
4. **Responsible for general maintenance and up-keep of the Head Start vehicle(s) using licensed mechanic service and adhere to maintenance schedule of school bus including pre and post-inspection and records. Ensure vehicles have adequate fuel at all times.**
5. **Record daily mileage and maintenance reports to immediate supervisor on a weekly basis.**
6. **Ensure that routing and scheduling of transportation of children is adhered to in a timely manner. Must report and document problems, accidents, or concerns that may affect safe and effective transportation of children.**
7. **Must maintain accurate, current emergency contact information on all children being transported.**
8. **Responsible for maintaining and meeting federal and state transportation requirements for bus drivers and vehicles, including training, credentials, certifications and other educational opportunities.**
9. **Ensure that the monitor has all children wear safety vest harnesses while being transported.**
10. **Visually observe the health of each child and document/report any unusual behavior or issues to immediate supervisor.**
11. **Contribute to the development and socialization of children. Must be able to interact with young children according to best practices and developmentally appropriate methods.**
12. **Attend and participate in monthly staff meeting and in-service training for all Head Start staff. Submit a monthly report for the Policy Council.**
13. **Establish effective and professional relationships with children, parents, volunteers and members of the community and the Head Start staff.**
14. **Conduct bus emergency/evacuation drills every two weeks at the beginning of the school year, monthly and thereafter.**
15. **Contribute to overall team effort of Five Sandoval Indian Pueblos, Inc. Head Start Program.**

 **Other duties as request, may include the following:**

**\*Assistance with supplies/purchase of supplies.**

**\*Assist in classroom as substitute teacher/cook aide.**

1. **Be familiar and able to train volunteers on building safety and emergency evacuation plan. Observe all fire and sanitation code requirements; familiarize adults with use and maintenance of fire extinguishers, conduct bus evacuation drills, assist in keeping the building and playground in clean and safe condition with good repair at all time.**
2. **Complete janitorial duties, set-up and takedown of classroom equipment/supplies.**
3. **Performs other duties as assigned.**

**WORK STATION: Cochiti Head Start**

**SUPERVISOR: Head Start Administrator**

**APPROVAL**

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 **Head Start Administrator Date**

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 **Human Resource Director Date**

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 **Executive Director Date**

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 **Policy Council Chairperson Date**