

YUOK TRIBE-JOB DESCRIPTION
Bus Driver/Custodian-Head Start

Job Title:	Bus Driver/Custodian			Job Grade	5
Department	Education	Program	Head Start	Location	Klamath/Ke`pel
Reports To:	Head Start Coordinator			FLSA Status	Non Exempt
ALL HIRING IS SUBJECT TO THE YUOK TRIBE'S HIRING PREFERENCE					
Salary Range	\$15.86 – \$20.62				

POSITION SUMMARY:

BUS DRIVER: As a licensed and certified Bus Driver, this position will be under the supervision of the Family Service Coordinator. This position will provide transportation of Head Start children and parent/guardian volunteers five days a week to and from the Head Start and Early Head Start centers, field trips, socializations and other driving activities as requested.

CUSTODIAN: The incumbent will perform daily, weekly and monthly cleaning tasks of the early childhood buildings, as outlined on the job duty checklist to assure a clean, safe and sanitary site for staff, children and parents.

DUTIES AND RESPONSIBILITIES:

BUS DRIVER:

1. Safely transport children and parent/guardian volunteers to and from the Center and other designated sites.
2. Perform daily bus safety checks, chart and file required transportation documents in an organized transportation binder per local, state and federal requirements..
3. Maintain cleanliness of the bus, responsible for performing minor bus maintenance, pick-up or deliver the bus for maintenance every 45 days or when needed.
4. Attend bus driver in services training. Participate in at least ten (10) hours of training each year to keep certificate current.
5. Educate children and parents in bus safety at least three (3) times per program year and conduct emergency bus evacuations and drills as required by law.
6. Uphold confidentiality of child and family information in accordance with the confidentiality policy. Maintain emergency information on all children who ride the bus.
7. Must maintain a daily child sign in and off I record to include an accurate record of all persons at each child's home pick-up and delivery bus stop. Insure the physical protection of each child at all times.
8. Maintain CB/cell phone communications with the Head Start Center each time the bus leaves and returns to the Center.
9. Communicate with teaching staff either in written or verbal form of observations of children.
10. Provide safety seats for each child that meets each child's individual height and weight requirements.
11. Assist with implementing the Yurok Tribe Language Framework curriculum and provide a culturally rich environment.
12. Other duties as assigned to meet the needs of the program.

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CUSTODIAN DUTIES & RESPONSIBILITIES:

DAILY:

1. Stock or restock all consumable supplies: soap, paper towels, toilet seat covers and paper, paper cups and bleach water, maintain inventory of stock.
2. Sweep and mop all tile floors and vacuum all carpeted floors
3. Clean and disinfect all sinks (bathroom and classroom), toilets and door handles empty all wastebaskets and put in new liners.
4. Safety check yard for garbage, glass, animal feces, thorny plants and mushrooms. Also check climbing equipment, toys fence, etc, for any hazards.
5. Perform other duties required to meet the cleaning needs of the sites.
6. Maintain daily cleaning check list in an organized binder.

WEEKLY:

1. Wash and disinfect all chairs, child furniture and play equipment
2. Wash mirrors (more often if needed)
3. Spot clean carpets as needed.
4. Dust or wipe down all office cabinets, tables and furniture.
5. Maintain weekly check list in an organized binder.

MONTHLY OR AS NEEDED:

1. Shampoo carpets; wash all glass doors & windows, clean walls of dust and dirt.
2. Maintain monthly check list in an organized binder

SEMI-ANNUAL TASKS:

1. Paint and repair interior and exterior walls as needed.
2. Safety checks hot water heater, in-door/out-door faucets, septic tank, water pipes and electrical box/generator.
3. Maintain a semi-annual check list in an organized binder.

- ✓ Custodian duties and responsibilities will be shared with the Cook, Teacher Aids, and Teacher Aid Bus Monitors. Work plan: /charting done daily, weekly, monthly semi annually by each position
- ✓ May be assigned other duties as required or requested to meet the needs of the program.

SUPERVISORY RESPONSIBILITIES:

This is not a supervisory position.

MINIMUM QUALIFICATIONS:

1. Possess a valid California driver's license, auto insurance and reliable transportation.
2. Must pass physical, Tuberculosis Test, DMV clearance, background investigation and fingerprint clearance.
3. Must have CPR and First Aid Certification or obtain within first six (6) months of hire.

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4. Ability to communicate well with staff members, children and parents.
5. Familiarity with the cultures and traditions of the local tribes.
6. Mechanically inclined, a work history of dependability and excellent attendance.
7. Demonstrate understanding of necessary precautions when dealing with cleaning chemicals and supplies.
8. Ability to use initiative in following directions.
9. Must have intermediate computer knowledge in Microsoft Office Word and Excel programs.

EDUCATION/EXPERIENCE:

Ability to obtain a Class B drivers license with passenger endorsement by date of hire and must also have a school bus certificate.

Work or life experience that would enable one to complete work assignments as needed for the position.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe's Drug and Alcohol Free Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. Must provide documentation of a pre-employment health-screening showing that the employee is free of communicable diseases and is physically capable of doing the job.
4. Must provide pre-employment documentation of a negative TB test or chest x-ray and every 5 years thereafter.
5. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If employee is missing required immunizations the must be completed within six months of hire.
6. Must provide (within thirty days) documentation of receiving Hepatitis B vaccine. The entire series of Hepatitis B immunizations must be completed within six months of hire if required by the school district or licensing agency.
7. Must provide (within thirty days) documentation of enrollment in a course of current certification in Infant & Child, Pediatric, Community, or Universal First Aide and CPR. Must provide First Aide and CPR certificates within three months of hire. Must maintain valid First Aide and CPR cards during duration of employment.
8. If necessary, must adhere to a professional development plan with timelines.
9. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630 ; 25 CODE of FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT

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OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES

10. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
11. REASONING ABILITY: Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
12. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.
13. VISION REQUIREMENTS:
 - Close vision (clear vision at 20 inches or less).
 - Color vision (ability to identify and distinguish colors).
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, _____, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

Employee Signature

Date

Employee #

Supervisor Signature

Date