

# COMMUNITY ACTION OF LARAMIE COUNTY, INC.



Job Title	Bus Driver/ Maintenance Worker	
Reports to	Transportation and Facilities Services Coordinator	
ID	HS	
Type of position:	Hours <u>40</u> / week	
Full-time – 12 months	Nonexempt	

## GENERAL DESCRIPTION

Responsible for reporting to the Transportation Facilities Services Coordinator. Must have a valid Commercial Driver’s License with Passenger Endorsement and be insurable by CALC insurance provider. Must have annual physical and TB test. Must be able to pass State of Wyoming Division of Criminal Investigation and Department of Family Services Central Registry background checks. Must complete/pass First aid and CPR course annually. Must abide by signed Confidentiality and Ethics Statements.

## JOB DUTIES

### Transportation

- Drives the bus following designated bus routes according to local traffic regulation as well as all program rules for conduct
- Responsible for following Child Release Card procedures
- Provides a positive, safe environment for the passengers, to include a safety check following each bus run, and practice evacuation drills
- Provides consistent communication with program staff and children’s parents
- Ensures first aid kits, fanny pack, Chronic Infectious Disease Kit, Emergency Roster is kept up to date
- Addresses emergency situations in a timely, effective manner and in accordance with operating procedures; reports delays or accidents
- Maintains accurate daily roster for transporting children
- Responsible for the maintenance of the buses, including cleaning and fueling
- Performs, documents, and reports Pre/Post Trip inspections, closing procedures and maintenance according to schedules

### Maintenance/Custodial Duties

- Performs ground and building maintenance activities and general cleaning duties
- Responsible for checking work boards at each facility
- Assist other departments as requested, including moving furniture and unloading and storing supplies
- Performs and document routine inspection of site interiors and outdoor areas for safety hazards
- Notifies Transportation and Facilities Services Coordinator concerning need for repairs and/or safety concerns
- Assists in conducting monthly fire drills at each facility and recording the appropriate information
- Ensures that safety and health procedures are followed as directed by Transportation and Facilities Services Coordinator or Health and Nutrition Services Coordinator
- Replenish supplies in restrooms daily including soap and towels dispensers

### General Responsibilities

- Responsible for submitting a monthly report to supervisor
- Continually works toward professional staff development
- Works jointly with program staff to implement program systems
- Participates in all necessary training and planning meetings
- Perform other job related tasks as required and assigned

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**EDUCATION & EXPERIENCE**

- A minimum of a High School Diploma or GED with considerable knowledge of transportation and maintenance, or an equivalent combination of training and experience with willingness to obtain additional training as requested
- Prefer experience in social service environment or any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- Experience/knowledge of or willing to get training for working with pre-natal to 5 year olds
- Ability to speak Spanish is a plus but not required

**KNOWLEDGE & SKILLS**

- Ability to work with manual and power tools, and maintenance equipment following safety procedure
- Knowledge of general vehicle maintenance
- Knowledge of the greater Cheyenne geographical area and transportation safety guidelines
- Experience driving a bus and working with young children preferred
- Ability to communicate the principles, philosophy and practices of Head Start and advocate for the program
- Knowledge of child development and health, disabilities, safety, nutrition, multiculturalism, adult education and family dynamics
- Knowledge of community resources
- Ability to use a computer to collect, record, retrieve data and prepare reports
- Ability to organize and prioritize daily work load and schedules
- Experience in human services setting including working with low-income children and families of diverse background

**PHYSICAL & ENVIRONMENTAL REQUIREMENTS**

- Must be able to lift 50+ pounds using a dolly
- Ability to sit for periods of up to two hours
- Ability to stand, walk, climb or balance, stoop, kneel, crouch, or crawl
- Must be able to tolerate diverse environmental workspaces
- Must have dexterity to operate a computer, telephone, keyboard and other office equipment

**OTHER REQUIREMENTS**

- Responsible for meeting assigned deadlines
- Professional demeanor; positive attitude
- Professional appearance and hygiene
- Strong intrapersonal skills including good written and oral communication skills
- Attendance/punctuality-consistently at work and on time, ensures responsibilities are covered when absent, arrives to meetings on time
- Ability to perform duties with minimal supervision
- Occasional evening and weekend work hours
- Ability to travel to include extended days and overnight stays

**Governing Board Approval**

APPROVED BY	<i>Date</i>
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**Policy Council Approval**

APPROVED BY	<i>Date</i>
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