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**Head Start Bus Driver/Maintenance Worker**

**GENERAL DESCRIPTION**

Responsible for safely transporting children following National Head Start Performance Standards, the Head Start Act, Wyoming Department of Transportation Regulations, and Slate of Wyoming Childcare Licensing. Responsible for performing facility maintenance and custodial duties and following Head Start Maintenance checklist systems. The following information is intended to be representative of the essential functions performed by personnel in this position and is not all- inclusive. The omission of a specific task or function will not preclude it from the responsibilities of this position if the work is similar, related or a logical extension of the position. Other duties may be assigned.

**Bus Driver**

* Perform Pre- and Post-trip Inspections for each bus run
* Safely operate the school bus and other company vehicles
* Maintain communication system, including checking mailbox regularly and clearing the bus at end of day
* Maintain bus roster daily
* Maintain a safe, clean and healthy environment on the bus at all times
* Follow all Head Start Transportation systems, including the Child Release Card system
* Serves as a liaison in the communication system between the agency and families
* Works closely with Bus Safety Assistants to ensure a safe, learning environment on the bus

**Record Keeping**

* Complete Official Bus Driver Vehicle Inspection Report daily
* Maintain and update Emergency Contact information note book
* Complete 1st Aid & CID Kit Inventory monthly
* Maintain bus route information notebook daily
* Perform playground safety checklist, classroom hazards checklist and facilities supply checklist as assigned
* Complete the OHS Environmental Health and Safety checklist
* Monitor and document work done on work boards

**General Responsibilities**

* Train children, parents, volunteers and staff in bus evacuation procedures
* Maintain consistent communication with supervisor on all bus information and facilities questions
* Provide program coverage in classrooms as needed
* Attend and assist in recruitment and other program activities
* Participate in assigned or volunteer committee meetings
* Perform other job related tasks as required

**9 month Maintenance**

* Cleaning duties at assigned facilities as needed
* Assist with light maintenance work from work boards
* Set up and tear down of meetings and activities
* Responsible for deep cleaning following a prescribed schedule
* Perform repairs and maintenance according to work boards and report to Facilities Manager on workload
* Assist with light cleaning duties during 9 month school year
* Perform full custodial duties following 12 month cleaning schedule
* Set up and tear down of meetings and activities
* Assist with Fire Drills at all facilities
* Assist with snow removal at all facilities
* Maintain yards and grounds at all facilities: trees, playground, sprinkler system, grounds work
* Assist in all summer facilities maintenance work both interior and exterior

**EDUCATION & EXPERIENCE**

* Must have minimum of a class B Commercial Driver's License with an "S" and "P" Endorsement
* Must have a minimum of a High School Diploma or GED
* Must have thorough knowledge of the greater Cheyenne geographical area and transportation safety guidelines
* Must complete Department of Transportation Physical, pass screenings for alcohol and drugs, and have good hearing with at least 20/40 vision with or without glasses
* Ability to speak Spanish is a plus but not required
* Knowledge and experience with different types of maintenance tools preferred
* Experience working with children from 0-5 preferred

**KNOWLEDGE & SKILLS**

* Ability to communicate the principles, philosophy and practices of Head Start and advocate for the program
* Understands how the Head Start Program Performance Standards, the Head Start Act relates to daily work
* Develops knowledge of effective relationship-building practices, and understands families are vital to children's development and learning
* Identifies and reflects on personal values, experiences, ethics, and biases (e.g. gender, racial, ethnic, cultural, or class) in order to become self-aware and more effective in working with different groups of people
* Understands the value of reflective supervision for personal and professional growth
* Effectively utilizes supervisory feedback, educational opportunities, and technical assistance resources to improve individual skills and knowledge
* Must be able to perform a variety of general maintenance duties
* Must have some knowledge of community resources
* Must be able to maintain bus safety in all conditions
* Ability to use a computer
* 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 backgrounds
* Must be able to deal with frequent change and delays
* Ability to speak Spanish is a plus but not required.

**PHYSICAL & ENVIRONMENTAL REQUIREMENTS**

* Must possess stamina remain seated/standing for extended periods.
* Must occasionally lift and/or move up to 50 pounds.
* Ability to stand, walk, climb or balance, stoop, kneel, crouch, or crawl.
* Must be able to occasionally tolerate exposure to outside weather conditions.
* Must be able to tolerate diverse environmental workspaces.
* Must comprehend and interpret written reports of a technical nature.
* Must operate a computer, telephone, keyboard and other office equipment.
* Must be able and willing to drive in a variety of weather conditions.
* Must be able to adapt quickly to changing demands, stressful situations, and multiple priorities.

**OTHER REQUIREMENTS**

* Responsible for a safe, healthy learning environment by following all health, safety, and sanitation rules.
* Responsible for ensuring that children are supervised and ratios are followed at all times.
* Maintains a positive attitude when working with children and their families, keeping the focus on safety and a comfortable learning environment.
* Professional demeanor, attendance/punctuality, appearance and hygiene.
* Must possess strong intrapersonal, verbal and written skills.
* Occasional evening and weekend work hours; ability to travel to include extended days and overnight stays.
* Must be able to pass State of WY Division of Criminal Investigation and Department of Family Services Central Registry background checks.
* Must complete/pass First Aid and CPR course annually.
* Must design and progress in a professional development plan.
* Must complete TB test prior to hire and Physical within 90 days of hire, and complete each annually thereafter.
* Must abide by signed Confidentiality and Ethics Statements.
* Must assure that program goals are met.
* Must perform duties with minimal supervision.
* Must comply with CALC Personnel Policies, Head Start Program Performance Standards, the Head Start Act, local, State, and Federal rules and regulations.
* Must participate in meetings and trainings (including mandatory training periods).
* Must maintain a valid driver's license and be insurable by CALC insurance provider.