

Sisseton Wahpeton Oyate

Job Description

Job Title: Bus Driver/Custodian (Head Start 3-5)

Content Area: Safety

Supervision: Under the immediate supervision of the Transportation/Maintenance Supervisor with overall supervision of the Head Start Director.

Standard Employment: 8 hour shift
8:00-5:30 Monday-Friday
10 months per program year

General Description: To provide custodial and other building maintenance services to comply with the revised Early Head Start and Head Start Performance Standard, 45-CFR 1304.53 which requires Grantees to provide a physical environment and facilities conducive to learning and reflective of the different stages of development of each child and to provide safe transportation to the children enrolled in the program to and from Head Start and on field trips.

Major Duties and Responsibilities:

A. Health and Safety

1. Provide daily custodial duties, such as sweeping, moping, dusting, cleaning, and vacuuming offices, classrooms, kitchen and restrooms.
2. Collect and empty garbage from the classrooms, kitchen, offices and restrooms.
3. Check electrical outlets to make sure the child-resistant covers are not removed.
4. Check, on a daily basis, that all toilet and hand washing facilities are adequate, clean, in good repair and easily accessible to children.
5. Periodically, check furniture and other equipment so they remain in good repair and are safe for use by the children.
6. Minor maintenance repairs, as needed.
7. Must complete a daily check list of custodial duties as defined in daily work schedule, for infection control purposes the Health/Nutrition Manager will check the kitchen and bathrooms on a periodic basis.
8. Other duties as assigned.

B. Transportation

1. Provide safe transportation, Monday through Thursday to children enrolled in the Head Start Program, on field trips and other activities outside the center.
2. Must keep bus in clean, safe and sanitary condition, this includes performing a bus safety checklist on a daily basis.

3. Attend in-service training and other workshops pertaining to transportation requirements and early childhood development.
4. Participate in bus evacuation demonstrations and other emergency procedure training.
5. Perform other duties as needed or assigned by the organization
6. Must have good work ethic, time and attendance.

Qualifications:

1. Must possess valid South Dakota Commercial Driver's License with passenger endorsement and have an excellent driving record with good knowledge of safety standards.
2. Prefer two years of applicable experience with some training in emergency procedures.
3. Must be willing to learn, speak and promote Dakotah language.
4. Attend staff meetings, in-service training and other career development activities both locally and out-of-state.
5. Must attend mandatory two-week pre-service training.
6. Must sign a background check permission form upon submission of application to permit a background check at the state and federal level that indicates no convictions of child abuse/neglect or any violent crimes.
7. Must sign a Confidentiality Statement upon hire.
8. Must have a pre-employment physical and TB test.
9. Must complete CPR and First Aid training within 90-days of hire.
10. Must live and promote alcohol and drug free lifestyle.
11. Must have a pre-employment drug test and submit 3 letters of reference with application for employment.
12. Must enjoy working with young children.
13. Ability to work with parents of pre-school age children and must be non-judgmental.
14. Must submit to drug tests.
15. Must sign a Declaration Form regarding a background check, submit to a drug test and sign a Confidentiality Statement.

Approved Crystal Owen Date 7-20-16