

Sisseton Wahpeton Oyate

Job Description

Job Title: Bus Driver – Part-time (Head Start 3-5)

Content Area: Transportation & Safety

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

Standard Employment: 4 hour shifts – 8 a.m. to 10 a.m. and 2:30 p.m. to 4:30 p.m.
Monday through Thursday
608 hours per program year

General Description: To provide safe and reliable transportation to three to five year-old children enrolled in the Head Start program, Monday through Thursday of each week during the school year. In addition, must provide safe and reliable transportation to infant and toddlers as assigned for field trips.

Major Duties and Responsibilities:

A. Transportation

1. Provide safe transportation to Head Start children on scheduled route, Monday through Thursday during school year.
2. Provide safe transportation to infants, toddlers and preschool aged children on field trips scheduled throughout the school year, including some Fridays.
3. Responsible, along with bus monitor, to completely check the bus for children upon arriving at Head Start both in the morning and afternoon and sign daily child check list and submit daily checklist to transportation supervisor each Thursday.
4. Responsible to check and sign driver's board to ensure child is picked up and/or dropped off at place specified by parent or guardian.
5. Responsible, along with bus monitor, to ensure adult is in the home upon delivery of child, if not child must be returned to center.
6. Responsible, if child is on medication to deliver medication to the Head Start program and give to the Health Manager.
7. Must keep bus in clean, safe and sanitary condition, this includes performing a bus safety checklist on a daily basis.
8. Participate in annual "Meet your Teacher/Bus Driver" day.
9. Perform other duties as needed or assigned by the organization
10. Must have good work ethic, time and attendance.

B. Training

1. Participate in 20 hours of training that includes emergency procedures and bus evacuation demonstrations.
2. Participate in other training as dictated by the Head Start Transportation regulations and other required training according to regulations, both locally and out-of-area.

Qualifications:

1. Must possess valid South Dakota Commercial Driver's License 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 enjoy working with young children and their families and must be non-judgmental.

Job Requirements:

1. Must be willing to learn, speak and promote Dakotah language.
2. Must attend **mandatory two-week pre-service training**.
3. Must sign a background permission form upon submission of application to permit a background check at the state and federal level that indicates no convictions of child abuse/child neglect or any violent crimes. Employment is considered temporary until the background check is complete.
4. Must complete CPR and First Aid training within 90-days of hire.
5. Must live and promote alcohol and drug free lifestyle.
6. Must have a pre-employment drug test, physical and TB test.
7. Submit 3 letters of reference with application for employment.
8. Must sign a Confidentiality Statement upon hire.
9. Must submit to a drug test.

Approved  Date 3.15.16

Revised and approved by Policy Council February 2016