



**Fort Peck Tribes Head Start
(Bus Driver)**



Title:	Head Start Bus Driver	Supervisor:	Head Start Transportation and Maintenance Coordinator
Dept:	Head Start	Job Type:	Full-Time/Part-Time

Salary:	Range:\$17.00 hourly. Set by Head Start in accordance with the Fort Peck Tribes.
Length of Job:	39 weeks or decided otherwise by the Supervisor/Head Start Director.
Location:	Head Start Building (center can be specified)- Wolf Point/Frazer/Fort Kipp/Poplar, Montana

Introduction:

The Bus Driver is responsible for safely operating the bus or alternative vehicle to transport children to and from their homes and the Head Start centers. Assisting parents/guardians in the role as their child's first and most important teacher by operating the bus safely, relating effectively to parents/guardians and to the children being transported, and responding effectively to emergency situations. In this capacity, the Bus Driver is often the first and the last person that a child sees each program day.

■ **Major Duties:**

- Operates school bus or transportation vehicle over an assigned route in accordance with an established schedule, while exercising extreme caution and professionalism through a variety of weather and road conditions.
- Assures the safe transportation of all Head Start children, staff, and volunteers.
- Follows all agency, tribal and state rules and federal regulations regarding transportation; abides by all highway laws; practices safe driving procedures.
- Adheres to established procedures and policies as outlined in the transportation manual and personnel policies.
- Maintains vehicle in a condition that provides complete safety for children, staff, and volunteers.
- Keeps the bus locked at all appropriate times.
- Provides ongoing education on safety of children being transported; completes three bus evacuation drills per program year.
- Uses effective and developmentally appropriate discipline techniques with children to maintain order on the bus at all times.
- Maintains and submits timely, complete, and accurate records as indicated on the driver's timeline.
- Arranges working hours to include those resulting from schedule changes; attends transportation/staff meetings, trainings and workshops.
- Participates in mandatory drug and alcohol testing procedures.



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- Manages the transportation system providing all information necessary to parents and staff.
- Participates in field trips providing assistance to teachers as requested.
- Adheres to the Head Start Performance Standards.
- Participates in Head Start recruitment, advocacy and parent involvement activities as required.
- Bus Drivers need to attend regular training for reporting child abuse and neglect and topics related to caring for disabled children.
- Each Bus Driver must have an annual evaluation that includes an on-board observation of their performance while driving a bus route.
- **Other duties as assigned.**
 - May be assigned other related duties as appropriate and within the scope of general responsibilities for this position. However, this job description in no way states or implies that these are the only duties that may need to be performed by the employee fulfilling this position. This job description describes the general nature and level of work, but is not intended to be an exhaustive list of all responsibilities and duties which may be required.

■ **Knowledge required by the position:**

Ability to submit accurate and timely data. Flexibility. Good oral communication skills. Adheres to the Head Start Performance Standards. Participates in Head Start recruitment, advocacy and parent involvement activities as required. Knowledge about federal, state, local, or Tribal transportation requirements. Further, they should know the geographic locale and, whenever possible, the language spoken by the families served.

■ **Supervisory Controls:**

<u>Reports to:</u>	Head Start-Maintenance Coordinator and/or Program Director
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■ **Guidelines:**

- Comply with the regulations in 45 CFR Section 1303.70 (Transportation) and Federal Motor Vehicle Safety Standard (FMVSS) No.213 (Child Restraint Systems) and Department of Education (DOE). National Highway Transportation Administration (NHTSA) Federal Guideline for the Safe Transportation of Pre-school Age Children in School Buses and National 1 School Transportation Specifications and Procedures. In addition federal regulations, head start performance standards, state and tribal rules need to be complied with.

■ **Complexity:**

- Work involves keeping updated on the current safety practices involving transportation of preschool children, understanding and knowing how a bus functions, remaining current on all transportation training/licenses, staying current with maintenance and cleaning of buses, ensuring compliance with all required agencies/regulations.

■ **Scope and Effect:**

- Work involves abiding by safety regulations, driving safely along designated routes, obeying traffic laws, safety procedures, and transit regulations. Pick up and drop off passengers at designated locations. Follow a specific timetable while on duty. Assist passengers with disabilities to get on the bus.



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■ **Contacts:**

<u>Personal Contacts:</u>	Maintenance Coordinator, Vendors, Classroom Teacher/s, building staff, parents/guardians and students
<u>Types of coordination:</u>	As directed by the Maintenance Coordinator, Program Director, Classroom Teacher/s, or others with coordination responsibilities.
<u>Purpose of Contacts:</u>	To obtain necessary information to transport staff and students to their destinations safely. To obtain and share information with parents/guardians/teachers to discuss ways to better serve child/ren.

■ **Physical Demands**

- Physical demands may include travel, e.g. field-trips, grocery store, staff meetings, training and special events. Follow first aid, and other health and safety routines in accordance with procedures which include maintaining a clean bus prior/after it is occupied. Has good hearing and at least 20/40 vision with or without glasses. While performing the duties of this job, the employee is regularly to grasp, type, see, talk, hear, and lift and carry 40 pounds of weight by utilizing proper lifting techniques and working in a safe manner. This position will also be performing physical activities such as climbing, lifting, balancing, walking, stooping, bending, and handling materials. Occasionally performs sedentary activities that require sitting for long periods and repetitive use of hands, wrists and arms for handling, positioning, moving materials, and manipulating things. Must be in good general health and free from serious physical, mental health and/or substance abuse problems.

■ **Work Environment:**

- Deal with all kinds of people, often working with distractions. Agency is a mandated tobacco, drug and alcohol free workplace. Develops and maintains constructive and cooperative working relationships with others. Must have the ability to operate the following equipment: desktop computer, telephone, copier, PC printer, and fax machine. Communicates with others outside the organization, representing the organization to customers, the public, and other external sources in person, in writing, or by telephone or e-mail in keeping with current policies & procedures. Seasonal driving conditions.

■ **Required Qualifications:**

- In order to carry out the responsibilities, bus drivers will be of legal age and hold a valid Commercial Driver's License (CDL) with a current DOT physical. Have the skills or training in these areas: Traffic and safety laws, daily maintenance checks, record-keeping, understanding child behavior, constructive discipline and defensive driving skills. Must pass designated background checks, drug-test, submit updated immunizations and current physical examination. Must obtain clearance of Tuberculosis. Must have knowledge of how to operate wireless tablets, desktop/laptop with related software, Google, Word, Excel, PowerPoint, Microsoft Teams and Zoom. Organizational skills, flexibility, problem solving skills, and the ability to follow directions. Must possess a clean driving record. Minimum of



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21 years old, High School Diploma or GED, current CDL with school bus endorsement and must be insurable

- Desired Qualifications:

Basic understanding and knowledge of Head Start/preschool learning and environment. Ability to deal with confidentiality in a respectful and professional manner. Ability to learn and navigate new software quickly. Must relate in a positive, nurturing way, both verbally and physically, and be sensitive to the needs of children, parents/guardians and co-workers. Must use quick, safe reactions and responses in dealing with children or situations that involve children.

- Special Requirements:

Willing to *obtain* experience working with children within six (6) months of hire date. Willing to *obtain* a GED/HISET/HS Diploma within (6) months of hire.

Ability to obtain certification in; Food Handlers License, First Aid and CPR, and Bloodborne Pathogens. Should be in possession of basic mathematical skills and must be able to accomplish accurate recordkeeping. Bus Drivers who are hired must receive a combination of classroom instruction and behind-the-wheel instruction PRIOR to transporting any children. This training involves the following; operating the vehicle in a safe and efficient manner; safely running a fixed route; administering basic first aid in case of an injury; handling emergency situations, including vehicle evacuation procedures; operating special equipment such as a wheelchair lift; assistance devices or special occupant restraints; conducting routine maintenance and safety checks of the vehicle; orientation on the goals and philosophy of Head Start and how they are implemented by the program.

Confirmation:

I have read all of the above descriptions, understand it thoroughly, and accept duties as cited, confirming with my signature.

NAME

DATE

New: 09/2021
Revised: 08/26/2021, 09/13/2021