
Position Information: TRANSPORTATION ASSISTANT

Position Information:

Supervised by: Transportation Manager

Supervises: n/a

Salary: Coordinator III

Classification: Non-exempt

Terms of Employment: Seasonal

Job Goal:

To assist the Transportation Manager in coordinating a safe transportation system for Umatilla-Morrow County Head Start, Inc.

Essential Responsibilities:

- Assist in arranging functional bus routes and ensuring bus loading zones are safe for children.
- Assist in developing and maintaining regular bus schedules. Monitor length of routes, route loads, and route and fuel efficiency throughout the year.
- Assist in maintaining a record keeping system that includes:
 - Individual Mileage records for each vehicle.
 - A schedule of vehicle maintenance and costs for each vehicle.
 - A record of Bus Drivers' training and current driving status.
 - Ensure that safety equipment in Agency vehicles is provided
- Assist in providing an orientation of duties and responsibilities to all bus drivers annually. Provide Bus Drivers with current transportation information.
- Ensure that routine maintenance and cleaning of all agency vehicles occurs.
- Act as a substitute bus driver and provide transportation for field trips as needed.
 - Follow safe driving practices
 - Act as Bus Monitor if needed in a last option scenario
- Assist in providing information and training to children and families around safety (open houses, parent meetings and classroom visits)
- Assist in monitoring all transportation contracts on an annual basis (Wallowa County and Pilot Rock)
- Ensure all safety equipment is in vehicles at all times.
- Assist Transportation Manager in arranging for repairs, maintenance and annual inspections of all school buses and repairs and maintenance of other company vehicles in a timely manner as needed and as directed by the Operations Director.
- Assist in maintaining bus fleet cleaning and maintenance.

General Staff Responsibilities:

Employees of UMCHS aspire to the following:

- *A commitment to the agency's mission, vision, and values;*
- *A commitment to equipping children and all who care for them for lifelong success*
- *A commitment to excellence in everything we do;*
- *A commitment to positive performance and a welcoming culture;*
- *A commitment to outcomes, measured results and quality improvement;*

- *A commitment to innovation and to what is possible.*
- Program Participation and Team Member
 - Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings, and trainings.
 - Be a respectful, cooperative, and reliable team member and participant in program activities.
 - Project a professional work image, both in dress and manner.
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Standards of Conduct
 - Perform all work in compliance with UMCHS Standards of Conduct.
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or any other duties deemed necessary by your supervisor

Education Requirements:

- High school diploma or equivalent

Experience and Skills Requirements:

- Valid Oregon CDL/School Bus Driver's License, or the ability to get licensing in a timely manner. Current First Aid and CPR cards.
- Two years school bus driving experience (preferred)
- Previous Head Start parent or experience (preferred)
- Experience working with young children (preferred)

Physical Requirements:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Operate a school bus requiring a CDL and school bus driver's license and the ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements
- Must meet the medical requirements approved by the Oregon Administrative Rule 581-053-0040. This physical must also conform to the requirements of the FMCSA and the Oregon Department of Transportation for all commercial motor vehicle operators.
 - Drivers may be required to demonstrate ability to: open and close a manually operated bus entrance door control with a force of at least 30 pounds; climb and descend steps with a maximum step height of 17 1/2 inches; operate two hand controls simultaneously and quickly; have a reaction time of 3/4 of a second or less from the throttle to the brake control; carry or drag a 125 pound person 30 feet in 30 seconds or less; depress a brake pedal with the foot to a pressure of at least 90 pounds; depress a clutch pedal with the foot to a pressure of at least 40 pounds unless operating an automatic transmission; exit from an emergency door opening of 24 x 48 inches at least 42 inches from the ground in ten seconds or less. Drivers must be physically able to open all emergency exits installed in any school bus they drive.
- Sit for long periods and maintain intense concentration, particularly in poor driving conditions.
- Lift and move heavy and/or bulky objects weighing up to 50 lbs.
- Make precise arm-hand positioning movements and maintain static arm-hand positions.
- Work with children requiring the ability to walk or run quickly, kneel or sit on floor etc.

- Frequently bend, kneel and/or crouch.
- Perform repetitive movement of hands, arms and legs, sweeping and/or moping.
- Continuously walk, stand and move about.
- Maintain the safety of the environment and children through visual, auditory and smelling
- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards.
- Comprehend, analyze, and make inferences and references from written material
- Produce written documentation with clearly organized thoughts using proper sentence construction, punctuation and grammar
- Instruct, lead, train and facilitate others in a group setting
- Perform physical inventory of equipment and/or supplies.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work Environment/Conditions:

The work environment includes working outdoors, exposed to all weather conditions.
 Job tasks are performed in close physical proximity to other people
 Requires working in a closed vehicle or equipment

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participate in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry
- Current physical examination, drug screen, and TB screen documentation prior to hire
- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV Record check will be conducted prior to hire.
- Desire to work with low-income children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

Umatilla-Morrow Head Start, Inc. Is an Equal Opportunity Employer