



Head Start

UMATILLA-MORROW HEAD START, INC. POSITION DESCRIPTION

BUS DRIVER/CUSTODIAN/GROUNDSKEEPER

Position Information:

Supervised by:

Transportation Manager/Team Leader

Supervises: Does not supervise others**Salary:** Coordinator IA**Classification:** Non-Exempt**Terms of Employment:** Regular Full-Time (Part-time during summer)

Job Goal:

To provide safe bus transportation for children, parents, and staff and maintain cleanliness and minor repairs in all areas of facilities and outdoor environments

Bus Driver Essential Responsibilities:

- Follow all rules, regulations and responsibilities set forth by the Oregon Department of Education-Pupil Transportation. *see Oregon Pupil Transportation Manual
- Develop and maintain regular, functional bus routes. Ensure that there is an updated route in the bus and at the center at all times
- Ensure that all child restraints are properly installed in bus and that the proper child safety seat is used for each child
- Perform pre-trip and post-trip bus inspections before and after each route with assistance from Bus Monitor
- Ensure that bus is attended at all times by driver, staff, or parent when children are present
- Demonstrate positive guidance techniques with children
- Report all accidents and mechanical problems to Transportation manager, all incidents to Team Leader. When maintenance is required you must have prior approval from Transportation Manager
- Maintain assigned bus by keeping it clean, fueled, and equipped for emergencies
- Ensure each child riding the bus has a Bus Policy, Emergency Card and Parent release form on the bus at all times
- Communicate with Child and Family Advocates (CFA), Teachers and TAs after each route regarding any issues or concerns that arise regarding a child
- Maintain a variety of records and reports and submit monthly to supervisor
- Conduct an evacuation drill for each class monthly
- Ensure that every attempt is made to pick up children and that an authorized person is present when children are delivered home or to child care provider
- Be responsible for a cellular phone and fuel card

Custodian/Groundskeeper Essential Responsibilities:

- Maintain safety of the environment for staff and children
- Maintain cleanliness of assigned facilities on a rotating basis
- Ensure disposal of garbage
- Ensure that paper towels and toilet paper are available at all times
- Sweep and mop the classroom/office and bathrooms
- Vacuum carpeted areas
- Wash sinks and toilets

- Wax floors as needed
- General cleaning duties-wash windows monthly and sills weekly
- Maintain a healthy, safe, and attractive outdoor environment.
 - Assist with regular maintenance and upkeep of outdoor environments, including lawns, landscaped beds, playgrounds, outdoor structures and parking lots as requested
 - Perform routine inspections of outdoor areas to insure areas are free of safety hazards, trash, weeds and other debris
 - Assist with a weed control program
 - Assist with a plan for watering and fertilizing all grounds
- Assist in the repair and maintenance of building, classroom, storage facilities, machinery and equipment agency wide
 - Assists in moving office furniture, fixtures and equipment within and between sites to support staffing changes, relocations, remodels and program expansion
 - Perform routine inspections of site interiors for safety hazards.
 - Perform repairs, maintenance, moving, transporting, and installation of playground structures as requested.
 - Ensure agency machinery and equipment is maintained and stored in a secure location
- Complete work requisitions in a timely manner as directed by the Operations Director

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, CPR, and Food Handler's cards
- Previous bus driving experience
- Experience in preparing culturally diverse foods for groups

- Ability to understand and use basic math
- Knowledge of Microsoft Office and ease in adaptation to new technology
- Knowledge of early childhood nutrition
- Skills in working with children and families
- Adequate means of transportation
- Ability to keep accurate records

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.
- Frequently perform repetitive motion with hands and arms in food preparation, serving and cleaning activities.
- Continuously stand and walk
- Frequently lift, carry or otherwise move and position objects weighting up to 50 lbs.
- Frequently bend, kneel, reach, and regularly crouch.
- Maintain the safety of the environment through visual, auditory and smelling senses
- Make skillful, controlled manipulations of small objects
- Perform regular sanitation of classroom and equipment which may require the use of broom, carpet sweeper, and mop.
- Perform physical inventory of equipment and/or supplies
- 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
- 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.
- Requires exposure to cleaning fluids and sanitizing agents.

- 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