



APPLICATION COVER SHEET

Job Title: Bus Driver

Wage: \$13.18 per hour

Hours: 35-40 hours per week, 34-46 weeks per year.

APPLICATION DEADLINE: 5:00pm, Tuesday, February 13th, 2018

Special Information: In-house applicants will be given priority

PLEASE PROVIDE

1. A LETTER OF INTEREST STATING YOUR QUALIFICATIONS FOR THE POSITION AND WHY YOU ARE INTERESTED IN WORKING FOR HRDC/NMDC
2. RESUME
3. COMPLETED APPLICATION COVER SHEET
4. COMPLETED AND SIGNED DISTRICT 4 HRDC APPLICATION
5. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION

POSITION SUMMARY: Responsible for transporting children to and from the center in a safe and prudent manner.

MAJOR RESPONSIBILITIES:

1. Organize bus runs so that children are picked up in the same order as they are dropped off, ensuring consistent ride times with the shortest route available. Stop bus as close as possible to child's house.
2. Maintain an updated contact list including the "permission to release to" at all times and have readily available on the bus.
3. Ensure adults receiving children at drop off are on the "permission to release to" list.
 - a. Check ID's if not familiar with person.
 - b. Do not leave a child with a person that is not on the "permission to release to" list.
 - c. Return child to center if no one is home to care for the child.
4. Meet all bus emergencies as they arise
5. Responsible for maintenance of bus
 - a. Oil changes,
 - b. Flat tires repaired
 - c. Headlights replaced as needed,
 - d. Replace windshield wipers as needed
 - e. Schedule repairs as needed
 - f. Ensure cleaning schedule is followed by bus assistant
 - g. Conduct pre and post trip inspections and document
6. Ensure the bus aid and volunteers use positive techniques to manage behavior of children to ensure their safety at all times.
7. Responsible for the safety of children on the bus runs.
8. Supervise bus assistant (paid or volunteer). May include pickup and return of volunteers.
9. Adhere to state and federal regulations pertaining to reporting of child abuse and neglect.
10. Aid the bus assistant in putting children in the proper restraints as needed.

ADDITIONAL RESPONSIBILITIES:

1. Work closely with families and staff to ensure compliance with transportation regulations.
2. Work closely with families and staff to ensure all children have transportation to class.
3. Check for messages regarding changes before going on each bus run.
4. Attend workshops and meetings as deemed necessary by supervisor.
5. Ensure a “walk thru” is completed after every run to make sure all children have exited the bus.
6. Help in other areas such as teacher assistant, kitchen, transportation, etc. as needed.
7. Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

1. Must have high school diploma or high school equivalency.
2. Must possess a valid Montana driver’s license with CLASS C CDL and S ENDORSEMENT, vehicle liability insurance, have a good driving record and meet insurability requirements for agency automobile insurance policy.
3. Must complete Head Start required training prior to first bus run.
4. Qualify to work in a child care center by DPHHS-QAD Child Care Licensing upon submission of all required documentation.
 - a. Current immunizations
 - i. TB Baseline test
 - ii. MMR
 - iii. TDap
 - b. Satisfactory state and federal criminal background check, Child Protective Services Check, Sex offender registry check, and driving check.
 - c. Possess First Aid/CPR/AED certificate or obtain at earliest opportunity
5. Documentation of baseline TB test or ability to obtain within 30 days.

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Pay high attention to details on a frequent basis to ensure the safety of children at all times.
2. Ability to work independently and with minimal supervision.
3. Requires a willingness to work with people of all income levels with diversified backgrounds,
4. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client’s advocate; and always display integrity, honest interaction, and professional excellence.
5. Must be able to maintain confidentiality concerning staff and clients.
6. Must be able to work positively with preschool children and their families.
7. Able and willing to work with children and adults in a flexible schedule that may include some evening and weekend hours.
8. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.
9. Subject to drug and alcohol testing.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Work environment is primarily on the bus with occasional exposure to elements such as ice, snow, rain, and hot or cold weather
2. Requires significant physical effort, lifting and moving between 25 and 60 pounds on an intermittent basis
3. Explain transportation policies to angry parents on an intermittent basis.
4. Must bend, kneel, walk, stand, sit, twist, turn, and climb stairs on a frequent basis.

We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.

5. Requires a varied schedule. Tuesday – Friday may be longer than 8 hours and Monday may be less than 8 hours. Not to exceed 40 hours in a week

ADDITIONAL INFORMATION –

1. *We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.*
2. *Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).*
3. *Occasional travel for trainings may be required.*
4. **EXCELLENT BENEFITS ARE PROVIDED BY HRDC.**
5. *Background Check required before applicant is hired.*
6. *Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application.*
7. *Application will be rejected if incomplete or unsigned.*

PLEASE ANSWER THE FOLLOWING QUESTION

1. **From the Job Description for a Bus Driver please tell us what experience you have had that qualifies you for this position.**
