

JOB OPENING

Job Title: Emergency Hire- NMCDC Bus Driver
36 hours/week; Anticipated end date May 2025

Closes: 5:00pm, Wednesday, December 25, 2024

Department: NMCDC – Head Start

Location: Job is located at 2229 5th Avenue
Please turn in applications at the front desk.

District 4 HRDC currently has a temporary opening for an NMCDC Bus Driver. For more information please contact Administrative Officer, Amaya Bliwernitz, bliwernitza@hrdc4.org, 406-265-6743 ext.1122

***New hire must have a Montana driver's license with CLASS C CDL and S ENDORSEMENT.**

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

Wage: \$18.61 per hour

Hours: 36 hours per week; Anticipated end date May 2025

Benefits Available: This is a temporary position therefore benefits are not available to the applicant.

Application Deadline: 5:00pm, Wednesday, December 25, 2024

Who should apply for this position? Anyone with HS Diploma or high school equivalency and possesses a valid Montana driver's license with CLASS C CDL and S ENDORSEMENT. Must also have vehicle liability insurance, have a good driving record and meet insurability requirements for agency automobile insurance policy.

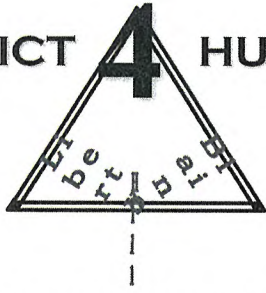
To Apply, Submit the Following:

1. LETTER OF INTEREST stating your qualifications for the position and why you are interested in working for District 4 HRDC.
2. Current RESUME
3. Completed APPLICATION COVER SHEET
4. Signed JOB DESCRIPTION
5. Completed HRDC EMPLOYMENT APPLICATION

Applications should be submitted to Amaya Bliwernitz, HRDC Administrative Officer, 2229 5th Ave. Havre, MT 59501.

Incomplete application packets will not be considered. Contact Amaya Bliwernitz with any questions regarding the application process, 406-265-6743 extension 1128.

DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL



2229 FIFTH AVE., HAVRE, MT 59501
PHONE: (406) 265-6743 FAX: (406) 265-1312

APPLICATION COVER SHEET

Job Title: Emergency Hire- NMCDC Bus Driver

Wage: \$18.61 per hour

Hours: 36 hours per week (Anticipated end date May 2025)

Application Deadline: 5:00pm, Wednesday, December 25, 2024

PLEASE PROVIDE

1. COVER LETTER/LETTER OF INTEREST
2. RESUME
3. A COMPLETED AND SIGNED DISTRICT 4 HRDC APPLICATION INCLUDING COMPLETED APPLICATION COVER SHEET
4. 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. MMR
 - ii. 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. Must obtain a physical exam that clears applicant of all communicable diseases as soon as possible.

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.

SPECIAL 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. ***Application will be rejected if incomplete or unsigned.***
6. ***Background Check required before applicant is hired.***
7. ***Please complete the application by typing or printing in ink. Incomplete applications will not be considered.***
8. ***This application is valid only for the job detailed above. Future job openings will require a new application.***

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**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

TITLE: NMCDC Bus Driver	SUPERVISOR: Family Services/Transportation Manager
PROBATIONARY PERIOD: 1 year	SUPERVISES: Bus Assistant
EMPLOYMENT HOURS: 35-36 per week during school year	WEEKS PER YEAR: 34-46
Grade: 13	Starting Wage: \$18.61
POSITION SUMMARY: Responsible for transporting children to and from the center in a safe and prudent manner.	

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4. Qualify to work in a child care center by DPHHS-QAD Child Care Licensing upon submission of all required documentation.
 - a. Current immunizations
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 - ii. TDap
 - b. Satisfactory state and federal criminal background check, Child Protective Services Check, Sex offender registry check, and driving check.
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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.
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

EMPLOYEE SIGNATURE: _____ **DATE:** _____

DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
2229 5TH AVENUE
HAYRE, MONTANA 5950 1
(406) 265-6743



WEBSITE: www.hrdc4.org

“This institution is an Equal Opportunity Provider and Employer”

PERSONAL INFORMATION

Date _____

Name _____ Phone _____
(Last) (First) (Middle)

Present Address _____
(Street) (City) (State) (Zip)

Do you have a current Driver's License? Yes No Are you insurable? Yes No

Do you have proof of the required Liability Insurance on your vehicle? Yes No

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary Desired _____

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

Have you ever applied to this agency before? Yes No

Where? _____ When? _____

EDUCATION

	Name and location Of school	Grade Completed	Area of Study
Grammar School	_____	_____	
High School	_____	_____	
College	_____	_____	
Trade/Business	_____	_____	_____
Corres. Courses	_____	_____	_____
	_____	_____	_____

FORMER EMPLOYERS (List below last four employers, starting with the current one.)

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____

Salary _____ Reason for Leaving _____

STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION (i.e., if you are applying for a position dealing with children, comments could be made concerning preschool experience or parenting experience. We welcome your volunteer experiences.)

We are committed to making reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the application and interview process. If you would like us to consider any such accommodation, please attach a separate sheet of paper with the description of the desired accommodation.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

Signature

Date

Applicant Data Record

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Information on this form will not be used or seen by the selection committee and is solely to help us comply with government record keeping, reporting and other legal requirements. Please fill out the Data Record.

This Data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

Date _____

Position(s)/Program Applied for _____

Birthdate _____ Male Female

Referral Source (Please check one)

Newspaper Job Service Friend
 HRDC Website Other (please specify) _____

Check one of the following

Race/Ethnic Group

Caucasian Native American/Alaskan Native African American
 Asian/Pacific Islander Hispanic

Check if any of the following are applicable

Veteran Disabled Veteran Handicapped Individual