



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Bus Driver/Custodian
Dept./Division: Education Division/Ili Uusim Mahtawapo
Unit: Ili Uusim Mahtawa'apo
Job Family/Class: Community Group Series
Supervised By: Transportation & Safety Supervisor
Employee Type: Hourly – 11 Month
Pay Grade: 10

NATURE OF WORK:

Under the direct supervision of the Transportation & Safety Supervisor, incumbent will transport students and/or program staff to and from program activities, and provide basic janitorial services for the Head Start program; when not driving.

ESSENTIAL FUNCTIONS:

- Drive school bus on scheduled route to pick up children and transports them to and from school.
- Transport students and/or program staff to and from program activities such as field trips.
- Maintain daily logs.
- Perform general upkeep of the program vehicles.
- Assist in the distribution of food to the appropriate classroom(s).
- Empty trash receptacles and replaces liners daily.
- Sweep and mop/disinfect classrooms, staff offices and other rooms daily.
- Remove trash and debris from landscape area such as playground and drinking fountain.
- Assist in moving and setting up of tables, benches and other items utilized by public for various civic events when needed.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Child boarding and exiting procedures, child restraint systems, emergency evacuation procedures, use of special equipment, child pick-up and release procedures and the Pre and Post Trip vehicle check;
- Pascua Yaqui Tribe's Education Division philosophy, operations and functions;
- Understanding of Department of Transportation (DOT) Regulations, Commercial Driver's License (CDL) rules and other local transportation and state child care regulations as applicable;
- Procedures, materials and equipment used in janitorial work;
- Occupational hazards and required preventative measures;
- Basic vehicle maintenance;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Using the telephone, including cellular phone;
- Operating motor vehicles/school bus;
- Establish and maintain effective working relationships with employees and people of varying social background;
- Communicate and talk with adults and children;
- Communicate effectively, both verbally and in writing;
- Follow written instruction;
- Operating a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

High School Diploma or GED and transportation or facilities operations experience in an Early Childhood environment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

AND

- Bilingual in English/Spanish is preferred;
- Yaqui Language is preferred.

LICENSING REQUIREMENTS:

- Valid Arizona CDL License; with a P and S endorsement;
- CPR, First Aid, AED Certifications;
- TB Clearance;
- Valid Arizona Bus Driver Certification;
- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, and balancing. Incumbents may also be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, bodily fluids, travel, and work space restrictions.

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

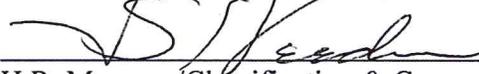
This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:


Department Head and/or Designee

7/1/2016
Date



H.R. Manager/Classification & Compensation

7/7/16
Date



Human Resources Director

7/07/2016
Date