

**FORT BELKNAP HEAD START
656 AGENCY MAIN STREET
HARLEM, MT 59526
406-353-2827**

TITLE: Bus Driver/Custodian

STATUS: Full-time/Permanent

DEPARTMENT: Education

PROGRAM: Head Start

LOCATION: Reservation Wide

SUPERVISION RECEIVED: Transportation Manager

SUPERVISION EXERCISED: None

JOB SUMMARY:

The Bus Driver/Custodian will be responsible for providing transportation services for children to and from the center as assigned by Transportation/ Maintenance Manager, this includes and is not limited to field trips, transporting etc. Performs duties necessary to create and maintain a safe and pleasant work environment and to present a positive image on behalf of the Fort Belknap Head Start. Maintaining buildings and ground including related furnishings in a clean, safe, attractive, and supposed state so the children, parents, staff and the public are comfortable in using them. Keep building and premises neat and clean at all times.

DUTIES AND RESPONSIBILITIES : According to Head Start Performance Standards and other regulations.

TRANSPORTATION:

1. Maintenance of all Head Start buses and vehicles.
2. Keeping buses cleaned daily
3. Inspection and servicing of buses and vehicles
4. Operating bus/vehicle according to bus regulation
5. Complying with the state's seat belt laws.

CUSTODIAL:

Classroom:

1. Empty and remove trash daily
2. Vacuum carpet traffic areas daily
3. Sweep and mop floors daily
4. Clean tops and desks and tables as needed
5. Clean sinks and drinking fountains daily
6. Dust shelves, ledges, etc. as needed
7. Check and fill towels and soap dispensers for service and wash daily.

8. Spot wash finger marks off walls and doors on regular basis.

Lavatories:

1. Sweep floors daily
2. Wash all fixtures and lower surfaces with disinfectant cleaner daily
3. Check, fill and wash towels, soap and tissue dispensers daily
4. Mop floor with disinfectant cleaner daily
5. Toilet will need to be disinfected daily.
6. Dump waste receptacle and clean inside and out with disinfectant Solution.

Office:

1. Vacuum carpets daily
2. Dust ledges, shelves, etc.
3. Clean equipment, furniture and work areas in all offices
4. Wash desktops, chairs, telephones, etc.

Sanitation:

1. Cleans, sanitize and disinfect classrooms, restrooms, hallways, public Restrooms, and other work areas daily and more if needed.
2. Empty waste receptacles, collects trash and debris for proper disposal

Floors:

1. Keep all floors in a clean and attractive condition and in good State of preservation.
2. Sweeps, mops, polishes, and strip floors in rooms and hallways.
3. Vacuums, cleans spots, and shampoo rugs and carpets at least Once a month.

Furniture/Equipment:

1. Moves furniture, sets up tables, equipment, and chairs for classroom And other buildings as required for various activities and as directed By Transportation Manager and other managers or Director.

Hallways:

1. Clean hallways daily or more often when there are conditions that Require it.
2. Keep floors dry from the rain or snow during the day
3. Sweep and mop as needed
4. Check entryway several times a day

Storage Areas:

1. Maintains all storage areas in neatly and orderly fashion
2. Sweep floors regularly, mop as needed
3. Wash walls, door frames, shelving and doors as needed.
4. Comb out hand dust mop
5. Label mops according to use, wax etc.
6. Rinse out mops heads after every use
7. Clean mop bucket inside and out
8. Mark and label all spray bottles
9. Shelves are well organized at all times
10. All cleaning equipment cleaned and serviced after each use.

Grounds:

1. Monitors the condition of walkways, park areas, and lawn areas.
2. Removes trash and debris for disposal
3. During the winter, shovels snow, sands sidewalks and other designated
4. During spring, assist with setting and operating

KNOWLEDGE, SKILLS AND ABILITIES:

1. Must be able to respond to children 3 to 5 years of age
2. Must possess a high school diploma or GED.

EXPERIENCE:

1. Must have previous experience driving school bus
2. Must possess six months maintenance experience
3. Must have supervisory skills

SPECIAL CONDITIONS:

1. Must have Driver's License with a CDL passenger endorsement and be Eligible at reasonable and ordinary cost from inclusion with the Master Tribal Insurance Policy.
2. Will be subject to and must comply with the Fort Belknap Indian Community Substance Abuse Prevention and Federal, Drug/Alcohol Testing Policy
3. Must submit to a thorough background check which includes criminal History and work history
4. Must **never** been convicted of a **felony** or **misdemeanor** within one (1) year of applying for position.
4. Must possess a current First Aid and CPR card
5. Must be able to complete all duties with minimum supervision
6. Must have DOT exam every two years
7. Must have knowledge of safety rules concerning transporting school Children
8. Must be sensitive to the needs of low-income families

- 9. Must be able to lift 50 lbs. or more
- 10. Must also possess the knowledge, skill and ability to operate hand and Power tools safely while in the performance of duties
- 11. Must possess a high school diploma or its equivalency

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

I have read the job description and qualifications listed above and agree to comply with all duties and responsibilities that are required. I understand Fort Belknap Head Start reserves the right to revise this job description as the need arises.

Employee

Date

Supervisor

Date