



Fort Belknap Head Start & Early Head Start



Position Title:	Bus Driver/Custodian
Department:	Education
Program:	Head Start
Status:	Full Time/Permanent
Location:	Reservation Wide
Supervision Received:	Transportation Manager
Supervision Exercised:	Bus Monitor(s), Volunteers (while on transport)
Starting Wage:	Non-Negotiable

POSITION SUMMARY:

The Bus Driver/Custodian will be responsible for providing safe and reliable transportation services for children to and from the center as assigned by the Transportation/ Maintenance Manager. This will include but is not limited to field trips, transporting etc. Employee will be responsible and ensure that the children and staff are transported in a safe, timely, and appropriate manner. Employee will perform all 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 program. Employee will maintain all buildings, playground, and all entrance areas including related furnishings in a clean, safe, attractive, and supposed state so the children, parents, staff and the public are safely comfortable in using them. Employee will keep all buildings and premises neat and clean at all times.

MAJOR DUTIES THE BUS DRIVER/CUSTODIAN WILL BE RESPONSIBLE FOR:

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 all 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 (Bathroom Facilities):

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 all waste receptacles and clean inside and out with disinfectant solution.

OFFICES (Includes Administrative Building):

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. Employee will move furniture, sets up tables, equipment, and chairs for classroom and other buildings as required for various activities and as directed by Transportation Manager and or other supervisors.

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.

GROUND:

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

MAJOR DUTIES FOR MAINTENANCE:

1. Opens and secures buildings for public access and use on a daily basis.
2. Places highly visible signs warning of wet and slippery surfaces and other similar warning relevant to temporary hazards or obstructed pedestrian traffic flow in the building or on adjacent grounds.
3. Must work on scaffolds and ladders to replace light bulbs or fixtures
4. Shovels, chips and sweeps all snow and other debris as assigned by Supervisor.
5. Must operate hand and power tools in the performance of all assigned duties.
6. Must provide supervisor with immediate notification of all building and ground hazards and moderate to extensive maintenance requirements
7. Must ensure the safety of self, co-workers and the general public
Identifying and securing all hazardous materials and conditions.

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.**
5. Must possess a current First Aid and CPR card
6. Must be able to complete all duties with minimum supervision
7. Must have DOT exam every two years
8. Must have knowledge of safety rules concerning transporting school Children
9. Must be sensitive to the needs of low-income families
10. Must be able to lift 50 lbs. or more
11. Must also possess the knowledge, skill and ability to operate hand and Power tools safely while in the performance of duties
12. Must possess a high school diploma or its equivalency

PHYSICAL DEMANDS:

- Must be able to lift, carry, and move objects that can weigh up to 50 pounds or more.
- The ability to stand and be on feet for 6 hours or more during the work shift.
- Must be able to work under highly stressful situations and be flexible.

MENTAL DEMANDS:

- Job requires high amounts of mental alertness
- Ability to anticipate, make assessments, and handle any possible crisis situations and deal with them effectively and efficiently.
- Ability to utilize good judgment in highly stressful situations.

WORK CONDITIONS:

The majority of duties will primarily be in an outdoor type environment. However, the employee will also be working and cleaning the classrooms, bus area, bathroom facilities, and have exposure to high noise level, exposure to bodily fluids, urine, and or feces of babies, infants, and small children. The employee will be exposed to unpleasant odors and possible infectious disease. Possible exposure to natural weather conditions while working outdoors such as driving the bus, daily custodial, and maintenance duties.

CONFIDENTIALITY:

Employee will respect, abide, and maintain to the highest level of confidentiality of any and all Head Start and Early Head Start information especially when it pertains to any and all enrolled children, parents, and families who receive services from the Fort Belknap Head Start and Early Head Start Program. This will be strictly enforced. Any violations can result in immediate termination.

SPECIAL CONDITIONS (CONTINUED):

- ❖ Will be subject to and must comply with the Fort Belknap Indian Community's Substance Abuse Prevention, Drug/Alcohol Testing Policy.
- ❖ Submit to a thorough background check investigation.
- ❖ **Must never been convicted of a felony or misdemeanor within one (1) year of applying for position.**
- ❖ Provide 3 letters of reference. References will be contacted.
- ❖ Maintain **CONFIDENTIALITY** at all times except when directed to do so and/or when requested by law. This will be strictly **ENFORCED**.
- ❖ Have the ability to work cooperatively and professionally with other workers and the public.



IMMIGRATION AND REFORM ACT:

Requirement 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, requirements, 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 Signature:

Date:

Supervisor Signature:

Date:



GILBERT HORN SR. EARLY CHILDHOOD CENTER • RAMONA KING CENTER • THREE STRIKES CENTER

656 AGENCY MAIN STREET HARLEM MT 59526 • 406-353-2827

"WE ARE AN EQUAL OPPORTUNITY EMPLOYER"