CHEYENNE RIVER SIOUX TRIBE
HEAD START PROGRAM
BUS DRIVER/CUSTODIAN

DESCRIPTION OF WORK

General Statement of Duties: The Bus Driver/Custodian is responsible for the safety of driving the school bus to pick-up Head Start students to and from school and school activities, custodial duties include (but not limited to) cleaning the Head Start classrooms, hallways, bathrooms, out-side school yard and their individual assigned buses. Bus Driver/Custodians will also be required to do simple building maintenance at their centers. Custodians must conduct building and bus safety inspections and provide weekly written documentation to the Center Supervisor. Also other duties assigned by Center Supervisor or Head Start Director.

Supervision Received: The CR Head Start Program Bus Driver/Custodian is under the immediate supervision of the center supervisor.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Responsible for the safety of all Head Start Children when transporting to and from school, during field trips and other school activities (i.e. dental and vision screening, photo sessions, etc.).

Responsible for maintenance of Head Start buses, vehicles and daily logs. Bus drivers/Custodians must let the facility manager know of any mechanical problem with buses written documentation is required.

Provide a physical environment and facilities that are child friendly including but not limited to maintaining the playground and outdoor area. Bus Drivers/Custodians must provide Center Supervisor with written documentation on a weekly basis or building safety inspections.

Attendance is required at all staff meetings and trainings, this plays the role of a mandated reporter for any suspected child abuse/neglect as required by P.L. 101-630-1169.

Must practice confidentiality.

Attendance and assistance are required with all activities throughout the school year to help promote and encourage parent involvement. Participate in bus evacuation and fire drills document all monthly drills and keep a log at your center.

Perform all required janitorial duties and other duties as assigned by Supervisor or Head Start Director.

MIMIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must be computer literate, must possess knowledge of basic electrical systems and basic plumbing and must have knowledge of school transportation regulations and laws. Must have the personality and patience to work with young children.

Education: High School Diploma or GED.

Experience: Custodial and bus driving experience preferred.

Special Requirements: A Commercial Driver's License with a passenger school bus endorsement, must have a good driving record (no driving offenses in the last five (5) years, applicant is required to disclose all moving traffic violations), is preferred. Persons may be hired without a CDL, but must be willing to complete the Commercial Driver's license within 45 days of employment during this time you will not be able to drive a bus that requires a Commercial Driver's License and must disclose all moving traffic violations. If you are unable to pass the Commercial Driver's Test you will be released from the CRST Head Start. Must be in excellent physical and mental health, will submit to an annual physical examination and TB Test with first physical exam, must own or be willing to obtain a Driver's Safety Certification,. Must possess a valid First Aid & CPR Certificate (or be willing to test and become certified within 45 days of hire).

Incumbent is subject to CRST Drug & Alcohol Testing Policy, also subject to Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR.

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