

PERSONNEL

CHEYENNE & ARAPAHO TRIBES



P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222

Vacancy Announcement

Job Title: Transportation / Floater
Reports to: Transportation/Maintenance Supervisor & Transportation Manager
FLSA Status: Non-exempt
Employment Status: Full-Time
Revised: December 6, 2016 Until Filled
Monitored by Transportation Manager

All staff work toward this overall program goal. To assist each child in developing to his/her potential and to empower parents in their role as the most important and primary teachers, caregivers, and role models of their own children.

GENERAL OBJECTIVE:

Bus Driver/Transportation Worker: Serves as a bus driver for the program. Works with Transportation Maintenance Supervisor and Manager to ensure minor maintenance of the buses is complete, ensuring they are kept clean and in safe repair at all times; ensuring licenses, inspections and other required permits are maintained to comply with all local, state and federal regulations; arranging for vehicle maintenance to be completed by Transportation Manager.

Floater: Responsible for providing assistance for breaks for teaching staff and other assignments from the Center Director as needed. Must comply with Head Start Performance Standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- **Mandatory reporter of all suspected incidents of child abuse and neglect.**
- **Drug Free Policy – No tolerance.**
- **In the event of a disaster, Head Start employees are required to provide assistance in accordance with the tribe's Emergency Operations Plan or their level of training (CPR and/or First Aid).**
- **Maintains current CDL licensure, CPR certification, and Basic First Aid certification.**

- **The primary duties of this position include the daily transport of children to and from the Head Start center, and maintaining a healthy and safe environment for children and staff.**

BUS DRIVER/TRANSPORTATION WORKER

Bus Driver Duties and Responsibilities

- Safely transports children daily to and from the center, and on planned field trips and activities.
- Complies with local and out-of-town traffic regulations, reports delays and accidents.
- Regulates heating and ventilating systems for comfort.
- Inspects bus and checks gas, oil and water before departure.
- Reports needed repairs; assures maintenance occurs to keep bus operating safely with proper working instruments.
- Attends training for CDL renewal.
- Completes all inspection reports, assures timeliness and accuracy.
- Maintains log and accurate count of children riding the bus.
- Ensures that bus monitors have checked the bus for occupancy and disembarking of children upon arrival at the center and at all proper bus stops.
- Ensures proper use of child safety restraints by children.

Transportation Administration and Coordination

- Participates in establishing safe and efficient bus routes.
- Completes CPR and Basic First Aid training, and other courses and workshops necessary for school bus safety; maintains all certifications.
- Follows Bus Driver job description when driving Head Start busses

Transportation Maintenance and Recordkeeping

- Maintains a system of monitoring the safety and cleanliness of Center Head Start buses.
- Knows and follows the necessary protocols for transporting children with special needs.
- Communicates with Transportation Maintenance Supervisor regarding bus repair and maintenance needs for each bus and completes required paperwork for bus maintenance and program requirements.
- Maintains gas receipts and submits these to the Office Manager for payment of fuel vendor(s).

Transportation Services

- Knows routes, location of stops, and which children should board or exit at each.
- Is familiar with Department of Transportation (DOT) regulations, Commercial Driver's License (CDL) rules and other local transportation regulations as applicable.
- Understands Head Start Transportation Performance Standards, and specific local, state and federal transportation regulations.

- Assures that all buses are equipped with the appropriate safety equipment including a charged fire extinguisher, seat belt cutters and up-to-date First Aid kits.
- Works with Family Services Coordinator to assure all buses have emergency contact information for every Head Start child.

Policies and Procedures

- Follows rules and regulations as set forth by the Tribal Council in Tribal Personnel Policies and Procedures.
- Adheres to Head Start Performance Standards, and follows Head Start Staff Policies and Procedures.
- Follows rules and regulations as set forth by the Tribal Council, in conjunction with Tribal Personnel Policies and Procedures Manual

Program Participation and Team Member

- Arrives at work on time, punctually attends and actively participates in all program activities to include component and staffing team meetings, all staff meetings, overnight retreats and training.
- Required to be a respectful, cooperative, and reliable team member and participant in program activities.
- Projects a professional work image, both in dress and manner.

Confidentiality

- Required to respect the confidentiality of information about enrolled children and families, personnel issues and other program operations as appropriate.

Training

- In consultation with Supervisor, develops own professional work goals and training plan. Participates in training as required.

Qualifications

- Must have a valid OK Driver's license and be willing to obtain a CDL and Bus Driver's Certificate within 90 days of hire.
- Must be in good physical health which allows lifting and moving.
- Ability to work independently.
- Knowledge of Head Start is desirable
- A high school diploma or GED.
- Must be familiar with federal, regional, state, and local tribal regulations as they apply to the specific area of program operations.

Other Requirements

- Ability to understand and practice warmth, genuineness, and empathy in work with staff, parents, parents and community.
- Demonstrated leadership ability in areas of planning, organization, and communication.
- Ability to function effectively in cross cultural situations.
- Valid CDL license with bus driver's license
- Obtain and hold current CPR and First Aid certifications
- Maintain compliance with Criminal History Registry.
- Random Drug Testing.

- Be a positive role model.

Physical Qualifications: Ability to manage physically active children, ages 3-5 within a weight range up to 60 pounds, including lifting, restraining, guiding, pursuing, withstanding sudden movements.

I have read the above job description. I understand and will fulfill my responsibilities to the best of my ability.

Signature

Date

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@c-a-tribes.org

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