

Vacancy Announcement

Title: Bus Driver/Clerical Assistant

Reports To: Health, Nutrition & Transportation (HNT) Coordinator

Location: Yreka, CA

Salary: \$12.00 to \$16.00 per hour, DOE

Classification: Full Time, Non Exempt, Non Entry Level

Summary: Under the general supervision of the HNT Coordinator and as part of the Head Start team, the bus driver has the primary responsibility for ensuring the health, safety, and welfare of the children and adults during bus transportation to and from the center and on field trips. The driver shall communicate appropriately with children, parents/guardians, family members, and staff; guarantee that the bus is clean and in proper working condition at all times; determine and follow safe and efficient bus routes; ensure all children are in age appropriate child safety restraints; assist in ensuring child/staff ratio is maintained on the bus, and provide day to day guidance to the Bus Monitor; shall provide assistance to the Director and other Head Start staff as needed, including data entry and classroom assistance with qualified personnel present.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply. If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resource Department, Telephone (530) 493-1600 x 2041, Fax: (855) 437-7888, Email: vsimmons@karuk.us

Position Description

Title: Bus Driver/Clerical Assistant

Reports To: Health, Nutrition & Transportation (HNT) Coordinator

Location: Yreka, CA

Salary: \$12.00 to \$16.00 per hour, DOE

Classification: Full Time, Non Exempt, Non Entry Level

Summary: Under the general supervision of the HNT Coordinator and as part of the Head Start team, the bus driver has the primary responsibility for ensuring the health, safety, and welfare of the children and adults during bus transportation to and from the center and on field trips. The driver shall communicate appropriately with children, parents/guardians, family members, and staff; guarantee that the bus is clean and in proper working condition at all times; determine and follow safe and efficient bus routes; ensure all children are in age appropriate child safety restraints; assist in ensuring child/staff ratio is maintained on the bus, and provide day to day guidance to the Bus Monitor; shall provide assistance to the Director and other Head Start staff as needed, including data entry and classroom assistance with qualified personnel present.

Responsibilities:

1. Inspect school bus daily at the beginning of each AM bus route using approved bus inspection sheet and ensure that the bus has sufficient fuel, all first aid supplies, safety equipment has been inventoried, communication devices are in proper working order, and the bus is clean and free of debris. Report any concerns to the Director or Health, Nutrition, & Transportation (HNT) Coordinator before transporting children. Provide all inspection sheets to the designated person as required.
2. In coordination with the HNT Coordinator or California Highway Patrol, develop and follow efficient and safe bus routes that ensure no child will be on the bus for more than one hour.
3. Ensure the safety and well-being of children and adults being transported to and from the program and on field trips. This includes working closely with the Bus Monitor to ensure all children are in appropriate child safety restraints at all times during transportation, aisles remain clear, and emergency exits remain unobstructed at all times.
4. Follow all procedures to guarantee no child is left alone on the bus without adult supervision at any time, including ensuring all children have departed the bus at the end of all bus routes (morning, afternoon, and during field trips or other special trips).
5. Provide oversight for the Bus Monitor and with the assistance of the Bus Monitor, ensure that

child/staff ratios are maintained on the bus at all times and that safe bus loading and unloading procedures are followed.

6. Follow all procedures including signing children on and off of the bus, delivering them to the school or to persons authorized in writing by the parent/guardian; shall communicate with parents/guardians and family members in an appropriate manner at all times.
7. Arrange for and ensure accurate completion of all required inspections, maintenance and repairs, and provide documentation to the HNT Coordinator as required.
8. In coordination with the bus monitor and teachers, shall ensure bus evacuation drills are completed as required and accurate documentation is submitted to the HNT Coordinator.
9. In the event of an accident, ensures that medical emergency procedures are followed; completes a written accident report as may be required law enforcement and in accordance with Karuk Head Start policies.
10. Assist in the supervision of children in the classroom, on the playground, on field trips as needed, and with the preparation of lesson plans for field trips and other activities related to the school bus.
11. Assist the Director or other Head Start staff with clerical duties as requested.
12. Report suspicions of physical, social and emotional abuse, or neglect of children to the Director and appropriate county or law enforcement agency.
13. Shall be available for local and out of area travel for job related training, conferences, or workshops. Shall attend all required meetings and functions as requested.
14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Cultural Competency: Ability to work effectively with Native American people in culturally diverse environments with some knowledge of the Karuk culture.
2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to ensure that communication with children and parents is purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all and follows policies and procedures.
3. Teamwork: Strives to be “solution-focused” and presents challenges with recommendations for solutions that best meet the needs of Karuk Head Start children, parents, and staff. Maintains constructive team relationships, coordinates effective goals and identifies or plans ways to successfully work together. Demonstrates flexibility and adaptability to change.
4. Program Support: Supports, cooperates and assists staff to meet the goals of all components of the Karuk Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with parents and staff.

5. Professional Development: Participates in ongoing professional development including required bus driver training, and meetings, conferences, and workshops as directed.

Requirements:

1. Must possess a high school diploma or equivalent; valid Class B driver's license with a passenger/school bus endorsement or be willing to complete training to obtain a Class B driver's license with passenger/school bus endorsement within 3-months of hire; have a good driving record and be insurable by KCDC's carrier. Employee will be subject to random drug testing as per California law for school bus drivers.
2. Must have good computer skills, knowledge of and ability to use Microsoft Office, ability to enter data into programs such as Microsoft Excel, and be able to file paperwork as directed, either alphabetically or numerically.
3. Must be certified or able to be certified in First Aid and Child CPR within 30-days of hire and must have the ability to be recertified as required.
4. Must sign and adhere to the Karuk Head Start Handbook, Employee Conduct and Confidentiality Statement, and the Karuk Tribe Personnel Policies.
5. Must be able to bend over, squat, lift, and carry up to 50lbs.
6. Must successfully pass a TB test (with negative result), pre-employment drug and alcohol screening test, and a fingerprint criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Policy Council Approved: 2/15/2018

KCDC Approved: 2/14/2018

Tribal Council Approved: 5/9/2018

KCDC Chair Signature: _____ **Date:** _____

Chairman's Signature: _____ **Date:** _____

Employee's Signature: _____ **Date:** _____