



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> BUS DRIVER		<b>JOB CODE:</b> BUSD	
Government - Employee		<b>EEO:</b> 8	<b>PAY GRADE:</b> 7
Non-Exempt	No Flex	<b>FUNDING SOURCE:</b> Grant/NPD	<b>NATIVE AMERICAN PREFERENCE</b>

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The Bus Driver will be responsible for the safe transportation of children to and from school as well as transports to and from field trips. They will be required to ensure that the bus is in safe working order prior to each trip, and that it is clean and free of hazards.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Be involved in all aspects of the Head Start Center operations and assist in-group activities.
  - A. Provide safe transportation of students for classes and field trips.
  - B. Assist in all daily center activities and participate in mealtime routines.
  - C. Provide input on children if requested.
  - D. Wash the bus, and check the fire extinguishers on the bus monthly.
  - E. Clean and disinfect the interior of the bus weekly, or more often as required.
  - F. Order supplies as needed and with the approval of the Lead Teacher.
2. Must have an understanding of and be able to implement all state and federal regulations as well as program policy and procedures.
  - A. Ensure that a Bus Monitor is present when children are being transported, and that the child safety alarm is in proper working order.
  - B. Practice bus evacuation with the children as required by the State and Federal standards.
  - C. Responsible for maintaining the daily safety inspection of the bus.
  - D. Carry First Aid Kit and child transportation/medical emergency permission forms at all times.
  - E. Must provide Center Director/Lead Teacher with necessary monthly paperwork.
3. Must maintain regular attendance to avoid center disruption.
4. Attend trainings and meetings as required by Supervisor.
  - A. Travel for meetings and training may be required.
  - B. Attend local parent committee and Policy council meetings when requested.
5. Confidentiality is required at all times, and as such, must sign a confidentiality statement.
6. Must participate in continuous recruitment for enrollment.
7. Responsible to participate in the performance of Center maintenance.
  - A. Ensure a clean, sanitary, and orderly condition of the Head Start Center. Make repairs as needed.
  - B. Maintain clean and orderly appearance of outside premises, mow lawn, trim weeds, etc.
  - C. Check building fire extinguishers monthly and smoke alarms weekly.
  - D. Maintain and practice a monthly evacuation plan for the Center.
8. Perform other duties as assigned by Supervisor.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
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Leadership Accountability	Participates in developing policies and strategic plans and implements operating plans.
Supervisory Accountability	None
Organizational Accountability	Follows safety protocols before and while driving.
Financial Accountability	Adheres to proper operations and maintenance of vehicles.
Customer Accountability	Interfaces with regulatory authorities, outside, and inside customers.
Freedom to Act	Subject to general input and regular review by supervisor.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

1. Must have a High School Diploma or equivalent.

#### **ESSENTIAL:**

1. Must have a valid driver's license, CDL with an S endorsement, dependable transportation and proper insurance.
2. Must be able to pass all federal and state licensing requirements to include background checks, annual physical, and TB screening.
3. Must possess or be willing to obtain CPR/AED and First Aid training within 90 days of employment and update as needed.
4. Must complete Early Childhood I & II within 12 months of employment.

#### **EXPERIENCE:**

1. Three (3) years good driving record.

### **KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Willingness to fully participate in the Head Start Program.
2. Data entry skills are required.
3. Ability to relate and deal with the needs, which typify a multi-cultural environment of children and their families.
4. Must be dependable, energetic, possess initiative, be self-motivated and have the ability to maintain strict confidentiality.
5. Must be able to work with a variety of personalities, work cooperatively and effectively with supervisor, all employees, governing bodies, community partners and families; remembering that courtesy, respect and a positive attitude are required at all times, even under conditions that can become stressful due to extensive regulations.
6. Must be appropriate role model to children, families and staff.
7. Must possess an impeccable attendance record in previous positions.

### **WORK PLACE RESPONSIBILITY**

1. Maintains a compliant, safe and healthy work place environment.
2. Maintains a neat and clean work environment
3. Maintains strict confidentiality
4. Promoted positive employee relations
5. Must be able to work in a team setting.

### **WORKING CONDITIONS**

1. The duties of this position are primarily performed on the bus and in a classroom setting.
2. The physical demands of this position are referenced on the Physical Demands Worksheet.