

Title: Head Start Bus Driver/ Maintenance/ Custodian

Position: Full Time

Location: Kickapoo Head Start/Early Head Start Program

Supervisor: Director

Position Purpose:

To provide safe bus transportation for Head Start children, assuring that each child is picked up and delivered on schedule. Provide custodial and routine maintenance for program, classrooms, offices, common areas, utilities, equipment, fixtures, and materials for the facility and grounds. To follow health and safety procedures and perform safety inspections and checklists to ensure facility and grounds are hazard free.

Essential job-related Responsibilities: Performance indicators:

Transportation

- Transport children to and from Head Start efficiently and safely
- Ensure all passengers are placed in appropriate age/weight harness restraints
- Ensure that any behavioral issues do not compromise the safety of any child on the bus
- Ensure that each child is delivered to the care of a responsible adult upon leaving the bus (on the authorized list)
- Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind
- Visually observe the health of each child on the bus
- Perform a complete visual safety check of each bus driven on a daily basis, completing daily pre and post trip checklists
- Keep interior of bus clean daily and bus exterior as needed
- Report any need for repairs and deliver bus to repair site
- Record mileage, gas, attendance of children and any incident reports as necessary

Maintenance/ Custodial-Facility and Grounds

- Daily cleaning of classrooms, office, bathrooms, kitchen, hallways including sweeping, mopping, vacuuming, dusting, and emptying trash
- Inventory control of all cleaning supplies, including ordering and receiving supplies
- Seasonal deep cleaning and maintenance of building interior and exterior (i.e Floor waxing, carpet cleaning, pressure wash building)
- Ensure the safety and health procedures are followed as directed by Director and/or established policy
- Perform routine inspections and regular upkeep of interior and exterior areas to ensure area free of safety hazards, trash, weeds, and other foreign materials
- Perform regular upkeep of outside areas, include lawns, landscaped beds, playground, and parking lots to include weeding, trash, and litter removal required to keep areas clean, neat, and safe
- Assist with moving office and classroom furniture, fixtures, and equipment to support increasing staffing changes, relocations, remodels, program expansion and custodial requirements
- Minor maintenance (i.e. changing filters, unclog toilets, changing light bulbs, etc.)
- Assist with training and event set ups
- Complete Safety Checklist as required by Director
- Attend meetings and trainings as required or recommended by supervisor. Perform other duties as assigned
- Respond to on-call custodial / minor maintenance emergencies outside of regular assigned hours

Minimum Requirements

- High School Diploma or GED
- Ability to use various chemicals and cleaning agents
- Ability to read and follow detailed written and verbal instructions
- Good written and oral communication skills and basic math
- Ability to use mechanical equipment, drive a school bus, riding lawn mower, run a snow blower, etc.
- Ability to work independently with minimal supervision
- Daily lifting up to 50 pounds to load and transport bulk supplies, furniture, fixtures, etc., and occasional over 70 lbs. with assistance
- Valid Commercial Driver's License Class C with Endorsements P & S or must be able to obtain with 30 days from hire and driving record free from any moving violations within the last three years
- Child and Adult First Aid and CPR certified at time of hire or achieve certification within 30 days from date of hire
- Must pass Bus Driver Physical Examination and Physical Capacity Examination