

JOB OPENING (JOB CODE: HS004)

[JOB TITLE:] Bus Driver/Janitor

[SALARY BASE:] \$13.24/Hour

[CONTACT:] Human Resource Department 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:] Malden, Lexington & Mt. Vernon

[STATUS:] Full Time [TERM:] Regular & Temporary

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] *See Summary

[JOB TYPE:] External/Internal

[SUMMARY:]

***2 Regular (on-going) full time position available.**

***4 Temporary (seasonal) full time positions available.**

Under the direct supervision of the Center Manager is responsible for the implementation of Facilities and Transportation program in accordance with State and Federal Statutes and Head Start Performance Standards. Adheres to all Health and Safety standards and practices as described in Facilities and Transportation Policies and Procedures that include safe driving practices, evacuation of children, and maintaining a safe and sanitary facility. Will abide with policies and procedures and UMOS Work Plan (The Model) regarding school readiness and classroom extension, and will ensure that delivery of services is based on the principles of the Parent, Family, and Community Engagement (PFCE) Framework and Child Development Early Learning Outcomes Framework (CDELOF).

[JOB DUTIES:]

1. Coordinate and conduct maintenance of vehicles to include seasonal start up inspections, routine maintenance and final inspections of vehicle (s).
2. Conduct daily walk around inspection of vehicle(s) prior to and after use, and report problems/concerns to Center Manager through Bus Repair & Maintenance Form, and replenish items as necessary including health and first aid supplies.
3. Maintain an inventory list of all janitorial supplies and ensure that "Right to Know" and MSDS information is posted and accessible to personnel using janitorial supplies, and ensure chemicals (janitorial supplies) at center are properly mixed, used and stored in accordance to Hazard Communication Program, and when dealing with contagious spills, utilize procedures denoted in the blood borne pathogens policy and procedures.
4. Maintain a current list of children transported and ensure daily attendances are taken of children transported for accountability and security.
5. Supervise, provide technical assistance and conduct Performance Evaluations of Bus Monitors and volunteers.
6. Participate in the child safety check at the beginning and ending of each route, ensuring that all children are secured properly, addressing any safety concerns prior to transporting of children, reporting any concerns to Center Manager verbally and in writing and ensuring that no child is ever left alone on the bus.
7. Based on the PFCE, serve as a liaison between families and program staff by reporting any family information/concerns communicated during route to the appropriate core team member and Center Manager.
8. Complete all required paperwork to include maintaining and tracking vehicle operating expenditures (mileage, gas usage, oil usage), maintenance repairs, etc., in a timely manner.
9. With the assistance of Bus Monitor and the HSW, conduct bus evacuation drills monthly, document results and submit report to the Health Service Worker.
10. Maintain the center in a clean and sanitary condition as per cleaning schedule timelines and UMOS procedures that include but are not limited to emptying trash, pick up debris, clean and sanitize bathrooms, sweep/ vacuum, mop and wax floors, and conduct monthly upkeep of central air heating and cooling systems.
11. Maintain outside building grounds, including lawn cutting, fence and sidewalk trimming, touch-up painting, power washing, debris pick-up and snow removal when necessary.
12. Conduct daily inspection of playground and playground equipment that includes the removal of debris or potentially harmful plants, documenting the playground inspection daily and timely submittal of Daily Playground Inspection Form to Center Manager.
13. Transports and assists with supervision of children and parents during parent meetings, field trips, at health clinics and as assigned.
14. Participates in trainings for serving children with disabilities or special needs (ex. children with wheelchairs or special car seats, children with allergies) in accordance with the child's IFSP and/or IEP.
15. Assist with recruitment plan activities, including recruiting children with disabilities.
16. Report suspected child abuse & neglect according to state law and UMOS policies and procedures.
17. Provide support or T/TA to other locations with some travel requirements.
18. Develop bus routes in coordination with Family Services and Center Manager.
19. The ability to operate bus in a constant state of alertness and a safe manner.
20. Perform other duties as assigned.

[QUALIFICATIONS:]

1. Be at least 21 years of age and possess a valid CDL Certification with school bus endorsement
2. Ability to work irregular and/or flexible hours
3. Be insurable in accordance with Department of Transportation regulations.

4. Must have reliable car, valid driver's license and adequate insurance.
5. Experience in transporting young children preferred.
6. Bilingual in Spanish and English preferred.

CONDITIONS OF EMPLOYMENT

Employment with UMOS is contingent upon successful completion of a criminal background check prior to starting. Must have a current DOT physical and possess a current DOT medical card or complete a DOT physical exam prior to transporting children. Must submit to a pre-employment drug/alcohol test. In addition to DOT 5 panel, Drivers will also be tested for four semi-synthetic opioids and comply with 49 CFR Part 40 Regulatory changes. The DOT employer, under 49 CFR Part 391.11 has the final authority to make fitness for duty disqualification determinations. Must complete a TB test showing absence of Tuberculosis within 30 days of employment. If transporting children for Migrant Seasonal Head Start must complete approved Shaken Baby Training prior to working with children. Fire Extinguisher Training, Infant/Child CPR and First Aid upon hire or prior to transporting children. Positions require occasional pushing, handling boxes, bending, reaching, and standing for long hours. Position is subject to random drug and alcohol testing.

WORK ENVIRONMENT

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions.

Physical Demands: 1) employee is frequently required to stand, walk, sit, bend; reach 2) occasionally required to lift and /or move up to 50 lbs.; 3) frequently exposed to moderate temperature generally encountered in a controlled or uncontrolled temperature environment; 4). Exposed to moderate noise levels depending on type of equipment use.

Tools & Equipment Used: a) phones, occasional computer; b) fax machine, copy machine, calculator; c) first aid equipment, fire extinguisher; d) child safety restraints; e) basic hand tools and yard tools; f) floor buffers; g) Drive 19, 30, 48 or 72 capacity bus. Usage varies by position/location.

[**CLICK HERE TO APPLY FOR THIS JOB.**](#)

Equal Opportunity Affirmative Action Employer

3/20/2019