



*Building Better Futures*

## **Bus Driver/ Custodian**

**JOB CODE: HS002**

**Schedule: Full Time On-Site**

**Work Status: Regular / Non-Exempt**

**Salary: 18.00/ hr. based on experience and education**

**Location: Aurora, WI**

### **We Invite You to Join UMOs' Diverse & Dedicated Team**

Are you a motivated, results-oriented candidate seeking to put your talents, skills, and experience to work as part of a mission-driven, customer-focused organization? If so, we invite you to join UMOs' diverse and dedicated team of over 1,000 professionals making a positive difference across more than 60 offices in seven states. Whether you are passionate about facilitating early childhood development; providing training and career planning for a parent; aiding a farmworker in accessing basic needs and new opportunities; educating at-risk individuals in HIV prevention; or supporting those fleeing domestic violence or human trafficking, UMOs is the place where you can fulfill your passion for helping families, businesses, and communities build better futures.

### **Benefits**

To support its team members, UMOs offers highly competitive compensation as well as a benefits package including:

- Paid time off that increases over your years of service
- 12 paid holidays annually
- A robust range of insurance covering health, dental, vision, life, short- and long-term disability, and accidental death & dismemberment
- The options to establish either a Health Savings Account or Flexible Spending Account, which can be used to cover deductibles, prescriptions, and other healthcare expenses
- A variety of support services to promote well-being through the employee assistance program
- Retirement plan options, including 401(k) and Roth IRA, allowing you to make pre-tax or after-tax contributions. For those participating in the 401(k) Retirement Plan, UMOs annually contributes at least 3% of employees' eligible compensation

## **Advancement**

In addition, UMOs offers opportunities for advancement. In fact, a number of the senior management, including Lupe Martinez, President & CEO, were promoted from within the organization.

## **Diversity & Equal Opportunity**

UMOS is proud to be an Equal Opportunity Employer, and encourages qualified candidates of all backgrounds to apply, irrespective of race, ethnicity, color, religion, sex, national origin, sexual orientation, marital status, disability, age, parental status, and military service, or any other status protected by federal, state, or local law. In fact, 78% of senior management positions are held by people of color and women.

## **Want to make a real difference?**

**Influence a child's life! Bus Drivers are responsible for safely operating the bus or alternative vehicle to transport children to and from their homes and the Head Start centers. In this capacity, the Bus Driver is often the first and the last person that a child sees each program day. In addition, our bus drivers have assistance on the bus to watch over our children so he/she can focus on the driving.**

## **Primary Responsibilities (Not all-inclusive):**

1. Safely Transport students to and from the facility.
2. Collaborate with teachers and parents on a daily basis.
3. Observe all traffic laws and safety regulations for school buses, follow the assigned route and adhere to established schedules.
4. Inspect bus by checking fuel, tires, lights, brakes, and steering to ensure bus can be operated safely before driving, notify supervisor of needed repairs.
5. Keep the assigned bus clean and free of any safety violations, i.e., but not limited to, expired safety kits, expired fire extinguishers, missing safety equipment.
6. Report all accidents, vehicle damage, student injuries, and mechanical failures. Complete required reports.
7. Ensure proper condition of emergency equipment, such as first aid kit, fire extinguisher, flags, fuses, crowbar, and reflector.
8. Maintain the center in clean and sanitary conditions (Including but not limited to emptying trash, picking up debris, cleaning and sanitizing all areas, sweeping/ vacuuming, mopping and waxing floors, also conducting monthly upkeep of central air heating and cooling systems).
9. Correct unsafe conditions in the work area that could cause an accident and inform the supervisor of any conditions that are not correctable immediately.

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10. Maintain outside building grounds, including lawn cutting, fence and sidewalk trimming, touch-up painting, power washing, debris pick-up and ice/snow treatment or removal when necessary.
11. Conduct daily inspection of playground and playground equipment.

## **Qualifications:**

1. Meet any applicable local, state and/or federal requirements regarding the COVID-19 Vaccine.
2. Be at least 21 years of age and possess a valid Commercial Driver's license with school bus / passenger endorsements.
3. Successfully complete a background check
4. Must have reliable car and the ability to work irregular and/or flexible hours
5. Be insurable in accordance with Department of Transportation regulations
6. Experience in transporting young children preferred
7. Bilingual in Spanish and English preferred.

## **Conditions of Employment:**

Employment with UMOs is contingent upon successful completion of:

1. Criminal Background Check prior to employment
2. Physical Exam and TB test showing the absence of Tuberculosis.
3. Must submit all relevant educational documentation at the time of application

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

*UMOS is an equal opportunity Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*