



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Bus Driver/Custodian		
<b>JOB GRADE:</b>	5	<b>REPORTS TO:</b>	Head Start Coordinator
<b>STATUS:</b>	Non-Exempt	<b>LOCATION:</b>	Klamath/Kepel
<b>DEPARTMENT:</b>	Education	<b>DIVISION:</b>	Health and Human Services
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$20.76-\$27.08		

### **POSITION SUMMARY:**

**BUS DRIVER:** As a licensed and certified Bus Driver, this position will be under the supervision of the Family Service Coordinator. This position will provide transportation of Head Start children and parent/guardian volunteers four days a week to and from the Head Start and Early Head Start centers, field trips, socializations and other driving activities as requested.

**CUSTODIAN:** The incumbent will perform daily, weekly, and monthly cleaning tasks of the early childhood buildings, as outlined on the job duty checklist to assure a clean, safe and sanitary site for staff, children and parents.

### **DUTIES AND RESPONSIBILITIES:**

#### **BUS DRIVER:**

1. Safely transport children and parent/guardian volunteers to and from the Center and other designated sites.
2. Perform daily bus safety checks, chart and file required transportation documents in an organized transportation binder per local, state, and federal requirements.
3. Maintain cleanliness of the bus, responsible for performing minor bus maintenance, pick-up or deliver the bus for maintenance every 45 days or when needed.
4. Attend bus driver in services training. Participate in at least ten (10) hours of training each year to keep certificate current.
5. Educate children and parents in bus safety at least three (3) times per program year and conduct emergency bus evacuations and drills as required by law.
6. Uphold confidentiality of child and family information in accordance with the confidentiality policy. Maintain emergency information on all children who ride the bus.
7. Must maintain a daily child sign in and off I record to include an accurate record of all persons at each child's home pick-up and delivery bus stop. Insure the physical protection of each child at all times.
8. Maintain CB/cell phone communications with the Head Start Center each time the bus leaves and returns to the Center.
9. Communicate with teaching staff either in written or verbal form of observations of children.
10. Provide safety seats for each child that meets each child's individual height and weight requirements.
11. Assist with implementing the Yurok Tribe Language Framework curriculum and provide a culturally rich environment.

#### **CUSTODIAN DUTIES & RESPONSIBILITIES:**

##### **DAILY:**

12. Stock or restock all consumable supplies: soap, paper towels, toilet seat covers and paper, paper cups and bleach water, maintain inventory of stock.
13. Sweep and mop all tile floors and vacuum all carpeted floors.

14. Clean and disinfect all sinks (bathroom and classroom), toilets and door handles empty all wastebaskets and put in new liners.
15. Safety check yard for garbage, glass, animal feces, thorny plants, and mushrooms. Also check climbing equipment, toys fence, etc., for any hazards.
16. Perform other duties required to meet the cleaning needs of the sites.
17. Maintain daily cleaning check list in an organized binder.

**WEEKLY:**

18. Wash and disinfect all chairs, child furniture and play equipment.
19. Wash mirrors (more often if needed)
20. Spot clean carpets as needed.
21. Dust or wipe down all office cabinets, tables, and furniture.
22. Maintain weekly check list in an organized binder.
23. MONTHLY OR AS NEEDED:
24. Shampoo carpets; wash all glass doors & windows, clean walls of dust and dirt.
25. Maintain monthly check list in an organized binder.

**SEMI-ANNUAL TASKS:**

26. Paint and repair interior and exterior walls as needed.
27. Safety checks hot water heater, in-door/out-door faucets, septic tank, water pipes and electrical box/generator.
28. Maintain a semi-annual check list in an organized binder.
29. Performs other related duties as assigned.

**EDUCATION/EXPERIENCE:**

1. Highschool diploma or GED with two years specified experience. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
2. Ability to obtain a Class B driver's license with passenger endorsement by date of hire and must also have a school bus certificate.
3. Candidates with equivalent combinations of education, training and experience will be considered.

**SUPERVISORY RESPONSIBILITIES:**

This position has no direct supervisory responsibilities.

**MINIMUM QUALIFICATIONS:**

1. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630; 25 Code of Federal Regulations Part 63 – Indian child Protection and Family Violence Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.

5. Must provide documentation of a pre-employment and annual health screening showing that the employee is free of communicable diseases and is physically capable of doing the job.
6. Must provide pre-employment documentation of a negative TB test or chest x-ray, no later than 7 days following the date of hire and every 5 years thereafter.
7. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If an employee is missing required immunizations, they must be completed within six months of hire.
8. Must provide (within thirty days) documentation of receiving Hepatitis B vaccine. The entire series of Hepatitis B immunizations must be completed within six months of hire.
9. Must possess, or be willing to obtain within 30 days, a certification in Infant & child, pediatric, Community, or Universal First Aid and CPR through a qualified EMSA training program as prescribed by Community Care Licensing. Must maintain valid First Aid and CPR cards during duration of employment.
10. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates count toward this requirement. (EMSA approved training).
11. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.
12. In order to drive a work vehicle as needed, you must possess a valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy. If you do not have a license, we will still consider you for the position as long as you have reliable transportation for work duties.
13. If necessary, must adhere to a professional development plan with goals, objectives and timelines that includes the attainment of beginning level Yurok Language proficiency as determined by the Yurok Language Program.
14. This position will collaborate with the Yurok Tribe Childcare Program including but not limited to working in the Child Care Classroom as needed to meet teacher-child ratio's and attending joint trainings.
15. This position may be required to work a full year/full day.

**LANGUAGE SKILLS:**

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

**REASONING ABILITY:**

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

**VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).

2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

