

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2016-217      **Issue Date:** 11-17-16      **Closing Date:** 12-12-16

**Bus Driver/Custodian (2) Positions**

**YN Head Start**

**Department of Human Services**

**Hourly Wage: Bus Driver- \$12.58-Custodian-10.87/Regular/Full-Time**

**Location: 1-Wapato, WA & 1-White Swan, WA**

**BUS DRIVER:** Position is responsible for transporting students, school services and extracurricular activities. The bus driver will ensure children are transported in a safe, timely and appropriate manner in accordance with Yakama Nation Head Start Policy and Office of Head Start Performance Standards. **CUSTODIAN:** Performs general custodial and maintenance work. Work involves responsibility for the care, cleaning, and routine maintenance of program facilities, parking areas, playground, and Storage areas. Work is primarily manual labor, although certain tasks require the use of power tools/equipment. Duties are varied and work is performed with independence following regular school guidelines and routines. The Custodian completes work with care and safety of children and families in mind.

**Knowledge, Skills and Abilities:**

- Knowledge of Head Start Performance Standards.
- Knowledge of basic safety rules applicable to operation of electrical and battery powered equipment.
- Knowledge of standard cleaning practices and procedures.
- Knowledge of Material Safety Data Sheets (MSDS) that are required to be provided with all cleaning substances; ability to read and understand them.
- Knowledge of operations and maintenance of school buses.
- Knowledge of cultural background and heritage of Head Start families.
- Ability to operate commercial vehicles including buses, hand tools, power tools, fire extinguishers and other safety equipment.
- Ability to perform necessary day-to-day functions to ensure vehicle is operational and safe.
- Ability to maintain standards of professionalism in dress, appearance, attitude and presentation at all times.
- Ability to maintain standard of professionalism in terms of confidentiality and work ethic.
- Ability to operate a telephone, computer, copier and fax.
- Ability to read, write and follow written and verbal instructions.
- Ability to communicate effectively with children and adults.
- Ability to establish and maintain effective working relationships with co-workers, parents, students and others encountered in performing duties.
- Ability to be flexible in work schedule and assignments.
- Ability to perform tasks requiring physical strength, agility and dexterity.
- Ability to physically assist children on and off the bus.

**General Recruiting Indicators:**

- Must have at least 5 years of experience driving a passenger vehicle and must have experience working with children.
- Preference given to past/present Head Start parents who meet the qualifications.
- Must possess a High School diploma or equivalent with preferred work/volunteer experience with custodial duties.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment criminal background check.
- Yakama enrolled preference.
- Must possess a valid Washington State Driver's License with the ability to obtain a valid Yakama Tribal Driver's Permit.
- **Must possess a Commercial Driver's License (CDL) with passenger (P) and school bus (S) endorsements.**
- Must not have personal driving privileges revoked or suspended as a result of a moving violation or have commercial driver license disqualified, suspended or revoked within the preceding five years.
- Must not have three or more speeding tickets or other serious motor vehicle violations, including any alcohol related offenses within the preceding five years.
- Must have current First Aid/CPR card or have ability to obtain one within 6 months of hire.
- Blood Borne Pathogen Certificate or obtain one within 6 months of hire.
- Must have current Food Handler's Card or have ability to obtain one within 6 months of hire.
- Must be able to manage confidential information.
- Must follow Yakama Nation and YN Head Start Code of Conduct.
- Must have ability to lift up to a maximum of 70 pounds.
- Must be physically able to drive and maintain bus as required.