

Clarksville/Montgomery County Community Action Agency
Head Start Program

Job Description
Head Start Custodial/Bus Driver

Policy Council Approval: 07/09/13

Reports to: FME/Transportation Manager

Service Key Result Areas:

1. Facilities/Materials/Equipment
2. Transportation
3. Health and Safety

Requirements:

- **Education:** High school diploma or GED and CDL license class “B” with a “PS” endorsement.
- **Experience:** Driving school bus, general cleaning, light maintenance and lawn care preferred.
- **Skills:** Excellent communication skills with children, parents, and staff a must. Record keeping and computer skills are desired.
- **Knowledge:** Knowledge of all federal and state laws pertaining to transporting children, appropriate and safe use of equipment required for custodial and lawn care use.
- **Ability:** To work as a team member.

Responsibilities:

- Maintains professional communication skills and confidentiality of all records and information for staff, parents, children, visitors and community representatives.
- Adheres to all operational policies and procedures for the CMCCAA and Head Start Program to ensure compliance with CMCCAA personnel policies, Federal Performance Standards, established Written Plans, state and local laws.
- Ensures that the bus is inspected prior to each bus route to ensure the safe and timely transportation of children to and from the center.
- Ensures that continuous communication is established with the bus monitor(s) to ensure that all children transported are accounted for during transit.
- Ensures that a walk through inspection is performed in accordance with federal, state, and local laws to ensure that no child is left behind on the bus.
- Ensures that the bus is clean free of malfunctions, defects and hazards for the health and safety of the children and staff.
- Conducts monthly bus evacuation drills and explains evacuation safety with the children and submits copy of drill report to supervisor.
- Records and submits copy of bus pre-trip and transportation logs to supervisor each Monday.
- Ensures that assigned facility and grounds are well maintained and clean to provide a safe and healthy environment for the children, parents, visitors and staff.

- Ensures that all chemicals and equipment utilized to clean and maintain facility are secured at all times and out of reach of the children.
- Ensures that all custodial and lawn care equipment is well maintained and secured when not in use.
- Ensures that adequate cleaning and maintenance supplies are available and reports shortages to supervisor.
- Ensures that food prep supplies are stored and issued to teaching staff when needed to provide meals for the children.
- Assist teaching staff when moving of large furnishings is needed for classroom set-up or removal.
- Assist teaching staff when one must leave classroom for short period of time if needed.
- Works with teaching staff to perform fire and tornado drills with the children monthly, records, posts and submits documentation to supervisor when complete.
- Submits playground and daily maintenance inspection logs to supervisor on the first working day of each month for the month prior.
- Adheres to and utilizes strict safety precautions when performing daily tasks.
- Request assistance when a task requires more than one person to ensure the task is done safely.
- Assist fellow staff members at other facilities when assistance is needed and approved by supervisor.
- Ensures that assigned facility, property and equipment are secure at the end of the work day and burglar alarm system activated prior to leaving.
- Meets with center staff as a team when centers meetings are held and provides input.
- Meets with service area staff and supervisor for monthly meeting and provides input.
- Attends professional development, workshops, trainings and in-services when necessary.

Physical Requirements:

Strength

- Standing – up to 70%
- Walking – up to 70%
- Sitting – up to 20%
- Lifting – up to 80 lbs
- Carrying – up to 80 lbs
- Pushing – up to 80 lbs

Reaching

- Handling – 60% or more
- Fingering – 60% or more
- Feeling – 60% or more
- Throwing – 60% or more
- Eye-Hand Coord. – 60% or more
- Foot-Hand-Eye Coord. – 60% or more

Climbing

- Stairs – between 20-60%
- Ladders – less than 20%
- Balancing – between 20-60%

Communicating

- Ordinary – 60% or more

Hearing

- Ordinary – 60% or more

Stooping

- Kneeling – 60% or more
- Crouching – 60% or more
- Crawling – less than 20%
- Turning/Twisting – 60% or more
- Bending at Waist – 60% or more

Seeing

- Acuity: Near – 60% or more
- Acuity: Far – 60% or more
- Depth Perception – 60% or more
- Accommodation – 60% or more
- Field of Vision – 60% or more

Working Area

- Inside – 75% or more of the work day
- Outside – 25% of the work day

Temperature

- Constant Cold – between 20-60%
- Constant Heat – between 20-60%
- Changing Temperature – between 20-60%

Atmospheric Conditions

- Fumes – between 20-60%
- Odors – between 20-60%
- Mists – between 20-60%
- Dusts – between 20-60%
- Humidity or damp – between 20-60%

Unavoidable Hazards

- Mechanical – between 20-60%
- Electrical – less than 20%
- Burns – less than 20%
- Moving objects – between 20-60%
- Heights – between 20-60%
- Cramped quarters – less than 20%

Protective Clothing or Personal Devices – less than 20%

Mental Requirements:

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| • Understand and carry out oral instructions- | 60% or more |
| • Read and carry out simple written instructions | 60% or more |
| • Read work orders, scrap tickets, job lot tickets, graphs, logs, schedules | between 20-60% |
| • Read and verify car numbers, alloy identities, etc. | between 20-60% |
| • Read and carry out complicated instructions | between 20-60% |
| • Observe and read instruments, gauges, dials, etc. to determine operating conditions. | less than 20% |
| • Read and interpret detailed prints, sketches, layouts, specifications, etc. | less than 20% |
| • Identify and list production data such as quantities, pressures, alloys, and operating conditions | less than 20% |
| • Prepare detailed records or reports such as inventory records, receiving reports, operating logs, lab analyses, quantities, etc. | less than 20% |
| • Estimate size, form, quality or quantity of objects | less than 20% |
| • Estimate speed of moving objects | between 20-60% |
| • Inspect, examine and observe for obvious product or equipment defects | between 20-60% |
| • Inspect, examine and observe for product or equipment defects not easily Identified | between 20-60% |
| • Count, make simple arithmetic additions, and subtractions | less than 20% |
| • Compute and calculate amounts of additives, results of tests, etc. | less than 20% |
| • Use measuring devices such as tapes, gauges, rules, weight scales, where reading is direct and obvious | less than 20% |
| • Use of measuring devices such as micrometers, calibrated steel tapes, calipers, etc. where precision and interpretation are required | less than 20% |
| • Operate automotive equipment such as autos and trucks | between 20-60% |
| • Use non-power hand tools such as hammers, wrenches, etc. | between 20-60% |
| • Use of hand power tools | between 20-60% |
| • Assemble or disassemble objects | less than 20% |
| • Determine malfunctioning of units by observing | less than 20% |
| • Determine nature and location of malfunction | less than 20% |
| • Perform repair and maintenance of equipment | between 20-60% |
| • Perform a journeyman craft activity | less than 20% |
| • Make adjustments to obtain specified operating conditions such as turning valves; switches; moving and setting controls; adjusting furnaces, pumps; etc. | less than 20% |
| • Plan own work activities | less than 20% |
| • Work alone | 60% or more |
| • Work as a member of a team | 60% or more |
| • Work without supervision | between 20-60% |
| • Work with minimum amount of supervision | between 20-60% |
| • Work under pressure | between 20-60% |
| • Work rapidly for long periods | less than 20% |
| • Work on several tasks at the same time | less than 20% |

- **All offers of employment are contingent upon clear results of a thorough background check, drug/alcohol test and the approval of Head Start Policy Council.**
- **All employees must meet qualification standards that are job related and consistent with business necessity and must be able to perform the essential functions of the job with or without reasonable accommodations.**
- **The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**
- **This document is not intended to create a contract, nor is it to be construed to constitute contractual obligations of any kind or a contract of employment between CMCCAA and you.**
- **CMCCAA is an Equal Opportunity Employer and hires without regard to race, color, sex, age, disability, or national origin. This job description is not intended to be all- inclusive; employees may perform other related duties as necessary to meet the needs of the organization.**

ACKNOWLEDGMENT:

I, _____, have received a copy of the job description for my position, and I have read and understood the contents therein.

Employee Name (Print)

Employee Signature

Date

Supervisor Signature

Date