Organization: Youth & Family Services (YFS)
Department: Rapid City Head Start (RCHS)

Position: Bus Driver
Status: Full-Time
Reports to: Transportation/Operations Assistant & Site Coordinator
Location: Rapid City, SD

Work Schedule:
Work Days: Monday through Friday
Hours/Week: 40 hours – school year; 23 hours - summer
Work schedule may vary dependent upon program needs.

Non-smoking work environment. Wage DOE. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, discounts at select local businesses and more! Click here to view a copy of our Benefit Synopsis.

Minimum Qualifications: High School diploma or GED required. Punctuality, dependability, and flexibility. Ability to communicate and cooperate with children, other staff, and parents effectively and tactfully. Ability to work with people of all socioeconomic and cultural backgrounds. Ability to maintain order in a moving vehicle. Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise. Minimum of 21 years of age (BFOQ) and have a good driving record. Current liability insurance and a valid driver’s license required. Must have or be willing to obtain a valid commercial driver’s license (CDL) with school and passenger endorsement within a determined amount of time. Must receive Department of Transportation (DOT) physical to acquire a CDL and be willing to submit to random drug testing as required by the DOT. Must meet Head Start Program Performance Standards and YFS driving record criteria. Maintain current credentials and certifications.

Essential Functions: Responsible for providing transportation to children as assigned in accordance with performance standards, policies, and DOT regulations. Responsible for completing required bus inspections and paperwork and fueling of vehicles as needed. Ensure all mileage reports are complete and turned in at required time. Drive defensively and be aware of safety of children at all times. Be aware of emergency procedures involving passengers and vehicles. Enforce bus safety rules, including safety belt use. Learn and be familiar with assigned route/s. Remain informed and updated on transportation rules, regulations, and laws. Assist teacher in all aspects of the classroom operation. Assignment may be one or several classrooms. Create, support, and maintain a healthy, safe, learning environment conducive to each child's intellectual, physical, social, emotional, and aesthetic development. Establish and maintain a positive and trusting relationship with children and their families. Assist in all assigned grant activities including, but not limited to, in-kind, and United Way. Maintain accurate records for each child, data entry, and completion of appropriate documents and referrals as needed in a timely manner. Actively supervise and engage children at all times to ensure child safety. Follow Youth & Family Services Discipline Policy and Behavior Management Guidelines. Maintain confidentiality as it relates to information about children, families, and other staff members.

Additional Functions: Assist in recruitment of children, families, and volunteers for program services. Attend and participate in staff meetings and trainings as requested by supervisor. Act in accordance with YFS' purpose, philosophy, values, goals, policies, and procedures. Model appropriate behavior while working with other staff, children, and families. Perform additional duties as assigned by supervisor.
Environmental Functions: Ability to lift up to 50 lbs.

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: http://www.youthandfamilyservices.org/careers/. Please note that resume only will not be accepted.

How to Submit Application:
By email: yfshr@youthandfamilyservices.org
In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702
Other location: One Stop Career Center

Any questions? Call HR Team at 605-342-4195!