

Organization: **Youth & Family Services (YFS)**

Department: **Rapid City Head Start**

Position: **Bus Driver/Transportation Supervisor**

Status: **Full-Time**

Reports to: **Rapid City Head Start Director**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. 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, and more!

Minimum Qualifications: High school diploma or GED required; additional education or training preferred. 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. Ability to communicate and cooperate with staff, persons of all socio-economic levels, and diverse populations effectively and tactfully. Must obtain Commercial Drivers License (CDL) with passenger and School bus endorsements within one month of employment. Ability to work with people of all socioeconomic and cultural backgrounds. Minimum of 21 years of age (BFOQ) and have a good driving record. Computer competency. Current vehicle liability insurance and a valid driver's license required. Ability to maintain confidentiality. Punctuality, dependability and flexibility.

Essential Functions:

- Understand and implement the YFS Transportation Guidelines and be familiar with the Head Start Performance Standards related to transportation.
- Provide direct supervision of the bus drivers. Maintain smooth, safe operation of the transportation services.
- Observe Bus Drivers and Monitors, quarterly.
- Develop and maintain a schedule for vehicle maintenance, both routine and periodic.
- Ensure proper use of child restraint systems, practice child pick-up and release procedures, perform pre-and post-trip vehicle checks, and be aware of emergency procedures involving passengers and/or vehicles.
- Learn and be familiar with assigned bus route(s). Be aware of daily schedule changes. Maintain updated route, so it is available for substitute drivers at all times.
- 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.
- Be aware of emergency procedures involving passengers and/or vehicles.
- Document and notify teaching staff of any significant and/or important conversations with parents. Make appropriate referrals when necessary.
- Ensure someone is available to accompany children into the center. Ensure that authorized parent(s) or person(s) over 13 is at drop off location to receive them.
- Plan appropriate activities, which actively teach, model, and engage children in play and learning while on the bus.
- Assist in securing the non-federal match as required.
- Hire, train, supervise and evaluate all staff as assigned by the Program Director within the framework of agency policies and procedures.

Additional Functions: Handle bus route phone calls and radio dispatch, in collaboration with Program Assistants. Assist in recruitment of children, families, and volunteers for program services. Promote and support all YFS programs and services. Assist with other duties as assigned when not providing transportation services. Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. Attend all required meetings and in-service trainings as directed by the Program Director. Encourage parent involvement in all aspects of the Head Start Program. Model appropriate behavior while working with other staff, children, and families. Establish and maintain a positive and trusting relationship with children and their families. Remain informed and updated on transportation rules, regulations and laws. Assume other related responsibilities requested by supervisor. Perform additional duties as assigned by supervisor.

Environmental Functions: Ability to lift up to 50 lbs. Flexible work schedule

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

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!