

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

Department: **RCHS**

Position: **Bus Driver**

Status: **Full-Time**

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

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40/23**

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. Experience working with children preferred. Must have or be willing to obtain a valid commercial driver's license (CDL) within a determined amount of time. Must meet Head Start Program Performance Standards. 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. Minimum of 21 years of age (BFOQ) and have a good driving record. Maintain a working knowledge of the needs of the ages of children assigned to and the ability to be responsive to those needs. 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. Punctuality, dependability and flexibility. Must learn and execute emergency preparedness plan and be responsive to emergencies that may arise. Ability to maintain order in a moving vehicle. Current vehicle liability insurance and a valid driver's license required.

Essential Functions:

- Responsible for providing transportation to children as assigned in accordance with performance standards, policies, and Department of Transportation 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. Promote and support all YFS programs and services. Act in accordance with purpose, philosophy, values, goals,

policies, and procedures of YFS. Model appropriate behavior while working with other staff, children, and families. Perform additional duties as assigned by supervisor. Attend and participate in staff meetings and trainings as requested by supervisor.

Environmental Functions: Ability to lift up to 50lbs. 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: 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 our HR Team at 605-342-4195!