

## OGDEN-WEBER COMMUNITY ACTION PARTNERSHIP, INC. JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Substitute Bus Assistant</b>	
<b>PROGRAM:</b>	<b>Head Start</b>	
<b>DEPARTMENT:</b>	<b>Transportation</b>	
<b>SUPERVISOR:</b>	<b>Transportation Specialist</b>	
<b>STATUS:</b>	<b>*Substitute/On-Call</b>	<b>Non-Exempt</b>

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**SUMMARY OF POSITION:** In the absence of the Bus Assistant, assumes all responsibilities required of that position.

### **JOB FUNCTIONS:**

1. Adhere to all applicable federal, state, county and city regulations as it applies to the transportation of children on a school bus.
2. Support bus driver by identifying problems with the bus and conducting safety checks, maintenance and cleaning of bus.
3. Ensure safety of the children by ensuring children are seated and seat belts are fastened before bus moves; ensure children are seated in age/weight appropriate child restraint systems during travel times; maintain order of children on and off the bus in a developmentally appropriate way; ensure safety of children during transitions; and, ensure that no child is left alone.
4. Support bus driver by maintaining an up to date bus roster and emergency information for children on the bus route; assist in establishing bus schedules; and record the time children are picked up and dropped off.
5. Support communication between parents and staff by delivering newsletters, notes, and/or memos to and from Head Start parents; encourage parents to volunteer in the classroom, participate in parent meetings, follow through with self-sufficiency plans, and play an active role in Head Start.
6. Ensure safe transfer of children to and from school by releasing child to appropriately designated adult.
7. Collaborate with community agencies and utilize community resources to support the enrichment of Head Start.
8. Support the achievement of in-kind goals by actively participating in the solicitation of in-kind services and donations to the Head Start program including, but not limited to, encouraging parents, family members, community members and organizational contact to volunteer in the classroom, providing donations of professional services, money, supplies, and other functions to support the Head Start program.
9. Assist classroom staff if needed.
10. Attend meetings and trainings as assigned.

11. Other reasonable duties as assigned to ensure program compliance with guidelines and regulations established by the funding source in the preparation and completion of NRS, PIR, PRISM and any other assessment or report established by the funding source.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Basic literacy, communication, conflict management, and simple computer skills. Must have ability to follow oral and written instructions. Must be able to read, write, and count.

**ATTENDANCE AND RELIABILITY:**

**The incumbent will consistently adhere to all policies/guidelines regarding time and leave usage; will consistently keep to schedule, and will regularly complete tasks on time.**

**BEHAVIORAL:**

The incumbent must work well under pressure, meet multiple and sometimes competing deadlines. The incumbent shall, at all times, demonstrate cooperative behavior with colleagues and supervisors.

**MINIMUM EDUCATION AND EXPERIENCE:**

High school diploma or equivalent.

**PREFERRED EDUCATION AND EXPERIENCE:**

One year successful work experience with preschool age children.

**LAWS, REGULATIONS, POLICIES, PROCEDURES, OR OTHER GUIDELINES:**

Department of Transportation regulations, Head Start Performance Standards as they pertain to transportation, OWCAP Personnel Policies and Procedures.

**PHYSICAL/MENTAL CHARACTERISTICS:**

Frequent moderate to heavy lifting (over 50 lbs.); frequent bending, twisting, straight pulling, simple grasping, walking, standing, kneeling, and stooping. Occasional climbing of stairs. Sitting for prolonged periods of time. Ability to see (with or without aid), hear (with or without aid), and gauge depth perception.

**WORK SITE AND ENVIRONMENTAL CONDITIONS:**

Work is indoors and outdoors. Required to travel by bus, van or car. Will be exposed to fumes, smoke or gases from bus, grease and oils, and hands in water. Will have to walk on slippery/uneven waling surfaces. Must be able to work closely with others, be confined in close spaces, work long or irregular hours.

**EQUIPMENT AND MACHINERY:**

Work around motor vehicles and office equipment including computers, typewriters, fax machines, copiers, etc. Must provide own transportation in the completion of assignments and projects.

**POST-HIRE REQUIREMENTS:**

1. Medical certification that employee can perform the essential functions of the position with or without reasonable accommodations within two weeks of hire and every five years thereafter.
2. TB test within two weeks of hire and every two years thereafter.
3. Hepatitis B series within two weeks of hire with verification of the completion of the three-shot series within six months of hire.
4. Criminal background check upon hire and every five years thereafter.
5. Continuous CPR, First Aid, and Food Handlers certifications.

6. Drug/Alcohol testing upon hire and random testing as dictated by OWCAP and the Department of Transportation.
7. Valid Utah driver's license and vehicle insurance.

**INTRODUCTORY PERIOD:**

\*This position will not be considered regular, as defined in the OWCAP policies and procedures manual, until all post-hire requirements have been met and a six-month introductory period has been successfully accomplished. During the introductory period, an employee will learn all aspects of the position and will be able to perform them with minimal supervision. OWCAP can terminate employment, at will.

**EVALUATIONS:**

Evaluations will be conducted by the supervisor upon completion of the introductory period, on each anniversary date from the date of hire, or at any other time deemed necessary.

**SALARY RANGE: Level 2**

**APPROVAL DATES:**

Agency Administrator/HS Director: \_\_\_\_\_ Date: \_\_\_\_\_

Policy Council Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Trustees Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTES:**

- OWCAP complies with all provisions of the EEO and ADA laws. OWCAP is an equal opportunity employer and does not discriminate in its employment practices on the basis of race, color, religion, national origin, sex, sexual orientation, age, or disabling condition.
- All job descriptions are subject to change upon approval of the Board of Trustees and the Head Start Policy Council when agency need deems necessary.
- OWCAP is an at-will agency. This job description is not to be construed as a guarantee of employment.