



UCAN Employment Opportunity

Substitute Bus Driver – Douglas County	
Head Start/Early Head Start	Closing Date: Open until filled
Substitute Positions Available	Salary: \$11.15-\$14.62 per hour
APPLICATION PACKET MUST INCLUDE UCAN APPLICATION AND CRIMINAL HISTORY RESULTS	

ATTENTION: Candidates **MUST** be enrolled in the Criminal History Registry. Initial registration requires completion of an Application for Enrollment in the Criminal History Registry (CCD199) and submitting it to the Child Care Division with processing fee. Registry results **MUST** be included with the UCAN job application. The on-line link for the CCD199 is: http://www.oregon.gov/EMPLOY/CCD/pages/on-line_application_informationpage.aspx Please allow 4-5 days for on-line application, 1-2 weeks for mail in-state results; 6-8 weeks for out-of-state results.

DRIVING RECORD: Applicants selected for interview will be required to bring to the interview a recent Court Print driving history obtained from the DMV. Please allow 2-4 days for delivery and longer for out of state.

THE POSITION: Provide safe and punctual transportation for enrolled children, staff and volunteers to and from Head Start classes and field trips. Work in partnership with child services teams on issues that relate to families.

Essential Functions of the Job: Develop and plan bus routes with transportation services manager before classes begin in September and as changes occur. Maintain updated pick-up and delivery schedule for children; keep route within one hour. Any changes must be made within 24 hours of notice of change. Safely transport children (staff and parent volunteers when space is available) to and from class and on field trips. Maintain consistent and open communication with staff and parents. Maintain current emergency file on children. Conduct monthly, or more frequently if needed, bus safety training for children, which includes: buckling seat belts, staying seated and evacuation drills. Conduct and document required Oregon Department of Transportation pre-trip checks. Assure that bus is maintained as outlined in the Bus Repair and Maintenance Policy reporting malfunctions immediately to manager. Sweep daily, as needed; wash bus once a month. Monitor own licensing and training requirements, ensuring that legal bus requirements are current at all times. Attend and actively participate in staff meetings, peer groups and team meetings. Participate as a reliable team member. **NOTE:** Regular and consistent attendance as required. Hours of work are during normal business hours and may require occasional evenings and weekends.

MINIMUM QUALIFICATIONS: Requires a minimum of two years working with children ages 3-5 years. At time of appointment, successful applicant must possess valid Oregon Commercial Driver License **OR** valid Oregon Driver license and be available for training by employer to receive the CDL, Passenger Endorsement and Medical Card and be enrolled in the Criminal History Registry. Within 30 days of employment, must: 1) acquire a first aid card and renew as necessary to keep current 2) acquire an initial food handler’s card and renew as necessary to keep current, and 3) participate in staff health appraisal.

In addition to the above, applications will receive further evaluation based on the following: Knowledge of: Reasonable knowledge of automobile safety and defensive driving. Skill in: Operation of vehicles requiring a commercial driver’s license. Ability to: Communicate effectively in both oral and written forms; perform several tasks simultaneously; good organizational skills; work within a team environment; make decisions independently in accordance with established policies, maintain confidentiality; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with coworkers, children and families and the public.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require bending, carrying, keyboarding, lifting up to 60 pounds, reaching, sitting, standing, stooping and walking. Work is typically performed under reasonable good working conditions. Work requires continuous/concentrated mental and/or visual attention requiring constant alertness and must be performed in a safety conscious manner at all times.

APPLY ON-LINE OR SUBMIT COMPLETED UCAN APPLICATION TO:
 UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
 541-492-3913 FAX 541-492-3921

Application on website: www.ucan-cap.org
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