



## SUBSTITUTE BUS DRIVER

Location: Douglas County, Oregon

Salary: \$15.15 - \$22.75 Hourly  
Paid Training Available

### **SUBSTITUTE BUS DRIVER – HEAD START/EARLY HEAD START PROGRAM Douglas County, Oregon**

**Position: Multiple Positions Available**

**Department: Head Start**

***This Position:*** Do you enjoy working with kids? Each day gives you the opportunity to get a child's day started off right and remind them they are special and important. United Community Action Network has immediate **Bus Driver** openings for **Head Start/Early Head Start** position in **Douglas County, Oregon**.

***About Us:*** **United Community Action Network** is a non-profit agency serving Douglas, Josephine, Klamath and Lake Counties with the mission of "Creating solutions to poverty, improving lives in our community" and "Helping people, changing lives." We are passionate about creating solutions to poverty and improving lives in our communities.



## SUBSTITUTE BUS DRIVER

Location: Douglas County, Oregon

Salary: \$15.15 - \$22.75 Hourly  
Paid Training Available

**Substitute BUS DRIVER – HEAD START/EARLY HEAD START PROGRAMS Douglas County, Oregon**

Position: Multiple Positions Available, No Guarantee of Hours

### **ESSENTIAL JOB DUTIES**

**Under the direction of the Program Operations Manager, Bus Drivers;**

- Provide safe and punctual transportation for enrolled children, staff and volunteers to and from Head Start classes and field trips.
- Maintain updated pick-up and delivery schedule for children.
- Maintain consistent and open communication with staff and parents.
- 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.
- Monitor licensing and training requirements.
- Attend and participate in staff meetings, peer groups and team meetings.
- ✓ Regular and consistent attendance is required.

### **POSITION REQUIREMENTS**

**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. Out of state license holders are required to obtain Oregon driver's license within 30 days of hire. Finalist must provide court print driving record that meets the requirements of the UCAN Driver Policy as part of contingent offer of employment.
- Acquire a first aid card within 30 days of employment.
- Acquire an initial food handler's card within 30 days of employment.
- This position requires enrollment in the Criminal History Registry.  
Link: [https://secure.emp.state.or.us/ccd/index.cfm?action=home&i=nrml\\_fwd\\_s7](https://secure.emp.state.or.us/ccd/index.cfm?action=home&i=nrml_fwd_s7) Include Registry number on the UCAN Application for Employment.
- This position requires complete vaccination against Covid-19 prior to start date or approved exemption.
- This position requires a Staff Health Appraisal.
- Work will require bending, carrying, keyboarding, lifting up to 60 pounds, reaching, sitting, and 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.

**SUBMIT completed application and receipt of enrollment in the Background Registry to:**

[ucan.employment@ucan.org](mailto:ucan.employment@ucan.org)

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Website: <https://www.ucan.org/index.php/who-we-are/career-opportunities>

Phone: 541-492-3913 FAX: 541-492-3921

**UCAN is an Equal Opportunity Employer.**

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources: [ucanhr@ucan.org](mailto:ucanhr@ucan.org)