



## BUS DRIVER/TEACHER ASSISTANT 1

Location: Douglas County, Oregon

Salary: \$15.15 - \$17.45 Hourly  
Paid Training Available

### **ESSENTIAL JOB DUTIES**

**Under the direction of the Program Operations Manager, The Bus Driver/Teacher Assistant 1 will;**

- Provide safe and punctual transportation for enrolled children, staff and volunteers to and from Head Start classes and field trips.
- Develop and plan bus routes with transportation services supervisor 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.
- Share responsibility of maintaining a safe and healthy classroom environment. Maintain a receptive atmosphere in the classroom through open communication. Work collaboratively with classroom team members for any classroom assigned too.
- Provide food service in compliance with sanitation and USDA regulations. Provide a developmentally appropriate, nurturing rest time in accordance with childcare division rules.
- Maintain consistent and open communication with staff and parents.
- Observe children and document observations as directed by teacher.
- 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 supervisor. Sweep daily, as needed; wash bus once a month.
- Monitor licensing and training requirements.
- Report and document incidents of suspected child abuse and neglect to DHS and child development services supervisor within 24 hours of incident.
- Respect the confidentiality of information about Head Start children and families, staff and personnel issues, and agency operations.
- 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.
- 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. Must follow all safety rules and practices, and perform work in a safe manner.
- 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=nrm1\\_fwd\\_s7](https://secure.emp.state.or.us/ccd/index.cfm?action=home&i=nrm1_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



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

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

Website: <https://www.ucancap.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@ucancap.org](mailto:ucanhr@ucancap.org)