



Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!

Why choose Rocky Mountain SER?

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
 - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
 - *We provide **Education for the Future!***



We are seeking a **Bus Driver** for a head start program in **Denver, CO**. This position is a **Part Time 9-month** position.

DUTIES & RESPONSIBILITIES

- Supervises and is responsible for children and their transport to and from the Head Start Program Centers and/or field trips. May provide transportation for program family members on a requested basis.
- Have knowledge about federal, state, local transportation requirements.
- Conducts daily vehicle safety inspections and prepares status report of same.
- Maintains the vehicle inside and out, and handles lost items as appropriate.
- Maintains vehicle records, and reports mechanical and other problems for general or dealer maintenance.
- Observes and reports child-related issues and concerns encountered during transport to the appropriate Head Start staff member.
- Interacts with parents or guardians during pickup and delivery of their children.
- Manages emergency situations such as a parent or known guardian not being present upon delivery of a child.
- Assists in recruiting volunteers for classroom and field trip activities.

- May assist with the receipt, organization and delivery of materials/supplies and inter/office mail.
- Prepares fuel and maintenance logs and collection of receipts for vehicle expenditures.
- Develops the bus schedule using addresses of Head Start children, traffic situations and special needs of individual children for timetable creation.
- Assists center staff with children and projects during the time between bus runs; this may include assisting with serving snacks, meals and the food area clean up.
- Participates in all required training but not limited to: 40 hours of safety and Head Start orientation training, substance abuse awareness course and behind the wheel driving skill review.
- Demonstrates responsible professional behavior by participating with center's interdisciplinary terms.
- Ability to maintain a professional and calm demeanor in an emergency and/or confrontational situation.
- Ability to calm others under stressful or confrontational conditions.
- Ability to speak a foreign language such as Spanish, Hmong, or Vietnamese is helpful but not essential.

EDUCATION

Minimum of a High School Diploma or GED required. Must hold a current State of Colorado Driver's License. A CDL Class B2P required if driving vehicle +26k & air brakes or CDL Class B restricted if driving vehicle +26k.

EXPERIENCE & SKILL REQUIREMENTS

- Ability to problem solve and provide leadership whenever and emergency situation occurs.
- Ability to operate a vehicle in a safe and efficient manner.
- Ability to handle emergency situations, including vehicle evacuation procedures.
- Ability to operate special equipment such as a wheelchair lift; assistance devices, or special occupant restraints.
- English proficiency (reading writing, speaking) is required for all positions. Some areas may require bi-lingual (English and Spanish) based upon parent/student populations.
- Ability to conduct routine maintenance and safety checks of the vehicle.
- Ability to understand and strictly adhere to the RMSE Head Start confidentiality policy.
- Ability to demonstrate good communication skills i.e.; read, write, spell, and understand written and oral communication.
- Ability to speak a foreign language such as Spanish, Hmong, or Vietnamese is helpful but not essential.

- Ability to follow detailed schedules, programs, and policies.
- Ability to perform basic mathematical computations.
- Ability to calm others under stressful or confrontational conditions.
- Ability to maintain a professional and calm demeanor in an emergency and/or confrontational situation.
- Ability to develop a bus schedule.
- Ability to communicate information to Head Start children's parent or guardian.
- Ability to read and understand written materials.
- Must be able to provide proof of a good driving record for the last 3 years, with 3 points or less on a moving violation, and must maintain a good driving record while employed.
- Must be able to meet all DOT physical requirements and pass the random drug/alcohol testing regulations. Per Federal Motor Carrier Safety Regulations Part 382.
- Must have good hearing and at least 20/40 vision without glasses

SCREENING REQUIREMENTS:

- Staff must submit an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment.
- Staff must submit a subsequent medical statement every 3 years.
- Staff must be current for all immunizations routinely recommended for adults by their health care provider.
- Staff must submit the results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required in writing by a physician or other health care professional.
- Employees are responsible for obtaining the medical statement and TB test results.
- Employees working in licensed facilities must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. The cost for the submission to CBI is the responsibility of Rocky Mtn. SER. If you have lived in Colorado fewer than 24 months your fingerprints will be sent to the FBI. A criminal record check will be performed pursuant to 7.701.33 of the General Rules for Child Care Facilities for the state of Colorado. Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.

- Any staff who observes or has become aware of a situation that could result in a safety hazard for the children, other staff members and Head Start parents admitted to the facilities, is required to notify his/her supervisor immediately.

Pay Range: \$11.83 per hour

Typical Schedule: Monday – Friday, split shift – 3hrs in the morning, 2hrs in the afternoon

FLSA Status: non-exempt

**To join our team, please send resume and cover letter to
resumes@rmser.org**



RMSEER is an Equal Opportunity Employer