

Transportation Specialist

BACKGROUND: The Montessori American Indian Childcare Center (MAICC), located in the eastside of St Paul, is an early learning and care center committed to serving the American Indian community of children 3 to 6 years and their families.

Vision: *'to be the premier American Indian model of early childhood opportunity.'* **Mission:** to address the early childhood needs and the academic achievement gap of American Indian children through revitalizing the language and culture.

Position Purpose

To provide safe bus transportation for Montessori American Indian Childcare Center (MAICC) children, assuring that each child is picked up and delivered on schedule. Cooperate with staff to promote the health and education of each child, and to work with center staff to assure a smooth flow of written communication between families and MAICC.

Essential Job Responsibilities: Performance Indicators

Driving & Safety (85%)

- Transport children safely and efficiently to and from MAICC, ensuring a positive and friendly environment for all riders, driving the route in a professional and caring manner.
- Develop and maintain a route that ensures that no child is on the bus longer than 60 minutes
- Conduct routine inspection of the minibus prior to the beginning of each transport
- Maintain inspection log, reporting wear and concerns to the Director
- Currently required to arrive by 7:30 am, depart on the route by 7:40 am. Conclude the morning route when children are escorted into the Center and a check in with Director is complete.
- Be available for an afternoon route arriving by 3:45 pm, depart on the route by 4:00 pm, concluding the work day when the children are returned home and the bus returned to the Center
- Be available to drive for occasional field trips, special events, parenting activities and other transportation needs
- Ensure that all children wear seat belts and are belted in.
- Ensure that any behavioral issues do not compromise the safety of any child on the bus
- Ensure that each child is delivered to the care of a responsible adult upon leaving bus (on the authorized list)
- Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind
- Visually observe the health of each child on the bus
- Continuous collaboration with staff and families to insure efficient bus routes, mail/message deliveries and staffing

Administrative (5%)

- Perform daily sign on & sign off sheets, accounting by name all children getting on and off the bus.
- Maintain a comprehensive set of transportation records of students

- Coordinate the paperwork flow between homes and MAICC
- Participate in programming and special events when possible
- Attend all staff meetings as scheduled
- Attends to tasks and responsibilities as assigned by the Director to support the transportation needs of the center

Maintenance (5%)

- Perform a complete visual safety check of each the bus on a daily basis, completing daily pre and post trip checklists
- Keep interior of bus clean daily, and bus exterior as needed including washing the bus weekly.
- Report any needed repairs, and deliver bus to repair site
- Record mileage and gas.
- Fill the gas tank, insuring that the mini-bus is always ready for departure

Minor Job Responsibilities (5%)

- Pick up supplies as needed.
- Other duties as requested.

Qualifications/Skills/Experience Required

- High school diploma or GED
- Commercial Driver's License (CDL) Required. Paid training may be offered with a two year commitment.
- Excellent Driving Record
- Minimum of three years of direct service to the American Indian community
- Working knowledge of the behaviors and developmental stages of pre-school children, typically gained by working one year or more in a school or preschool setting
- Knowledge of safety practices as they relate to pre-school children
- Good written and oral communications skills and basic math skills
- Ability to maintain schedules while meeting individual needs of children and families
- CPR/First Aid certified at time of hire or achieve certification within 30 day from date of hire
- Complete a Child and Restraint Systems (C.A.R.S.) training at time of hire

Physical/Mental Abilities and Processes

- Physical capability, strength and coordination adequate to drive a 15 up to a passenger bus.
- Mechanical skills to assist in light vehicle maintenance
- Ability to visually assess the health and behaviors of children.
- Intermediate level decisions needed to adhere to safety and scheduling considerations.
- Occasional lifting of up to 50 lbs. and ability to carry or drag a child in an emergency situation out of the bus to a safe area.
- Frequent bending at neck, frequent bending at waist and knees and occasional squatting.
- Occasional climbing to enter and exit bus.
- Daily sitting, about 80% of driving time.

EXPECTATIONS & CHARACTERISTICS OF THE TRANSPORTATION SPECIALIST:

- Ability to work collaboratively
- Reliability and Punctuality
- Demonstrate a positive and caring attitude that helps spark imagination, support and help build self-esteem and help children discover new things each day
- Represents MAICC in a positive manner in the community at large.
- Must be willing to take a Defensive Driving Course as part of professional development plan
- Maintain confidentiality. All communications with families are potentially sensitive and are subject to MAICC’s policy on confidentiality.

Employment conditional upon results of the following:

- Background check and be approved to work with children
- DVM/Driving record clean – driving record free of any moving violations within last three years
- Drug Screen
- Bus Driver Physical Examination and Physical Capacity Examination

BENEFITS

- \$21/hr. based upon experience and qualifications
- Free coffee and tea and a wonderful staff

The MAICC is committed to being an Equal Opportunity Employer

Accepted by: {staff name here}

Date:

Offered by: Director

Date: