**Chelan-Douglas Child Services Association**

**1305 Kittitas St, Wenatchee, WA 98801**

**Phone: 509.663.5179 Fax: 509.662.6363 WWW.CDCSA.COM**

**Bus Driver/Maintenance**

**Job Focus:**

This position combines the tasks of a Bus Driver and maintenance. This Position is full-time, Monday through Friday, 40 hours a week. This position requires a candidate that can be flexible, prepared, and ready to assist with the daily transportation of children and maintain the program maintenance needs for all of our facilities.

**Responsibilities:**

**Facility Maintenance**

* Assists in performing building repairs as needed
* Lawn and grounds maintenance including pulling weeds, and other yard work.
* Assist with irrigation, plumbing, and electrical repairs as needed- including attic crawl space area.
* Assist with assembling new furniture, repairing broken toys, installing shelves, bulletin boards, etc.
* Replacing lighting and ballasts as needed.
* Replacing HVAC filters and cleaning refrigeration coils, as scheduled.
* Perform all duties as indicated in the CDCSA work plan.
* Other responsibilities as assigned by Transportation and Facilities Manager or Executive Director.

**Bus Driver:**

* Transport children safely to and from our centers.
* Conduct daily vehicle safety and equipment checks.
* Maintain a safe and clean vehicle.
* Arrange vehicle servicing when needed.
* Maintain copies of the bus route, current emergency release forms, driver's license, and CDCSA's insurance card.
* Ensure that all children are belted in their seat belts before the bus is in motion and during the trip.
* Maintain a safe and positive environment for children during the bus ride.
* Maintain compliance with the Head Start Performance Standards, ECEAP Performance Standards, and WACs as indicated in the CDCSA Work Plans, Policies, and Procedures.
* Perform all duties as indicated in the CDCSA work plan.
* Other responsibilities as assigned by Transportation and Facilities Manager or Executive Director.

**Qualifications:**

* Background in maintenance and building repairs.
* Ability to perform lawn care and irrigation repairs with little supervision.
* Ability to communicate positively with children and families with varying cultural, educational, and
* socio-economic background.
* A valid Washington State Driver's license with a Class C CDL with School Bus and passenger endorsements.
* Automobile liability insurance, and reliable transportation.
* Be able to provide a copy of the safe driving record from the License Bureau, upon request.
* Able to pass a DCYF Background check with freedom from conviction of child abuse and neglect
* Ability to lift 50 pounds.
* Current Food Handler Permit.
* Current First Aid/CPR certification.
* Fulfillment of all specified Health and Safety requirements.
* Subject to pre-employment drug testing.
* Subject to random drug testing.

**Benefits:**

* Paid Vacation, Sick, and Personal leave.
* Heath/Vision Insurance
* Dental Insurance
* Life Insurance & 401k

**Salary:**

* $22.19- $23.41 per hour

**CDCSA Mission Statement:**

To support and reinforce the family as the most important influence in a child’s life by fostering independence, raising self-esteem, and building social competence.

**Code of Ethics Statement:**

Chelan Douglas Child Services Association is committed to the highest ethical standards and furthering the values of early childhood education as they are reflected in the ideals and principles of the NAEYC Code of Ethical Conduct.

**CDCSA School Readiness Goals:**

As children leave our program they will have the social competence, skills, knowledge, and attitudes necessary for success in school and for later learning and life; demonstrated through developmentally appropriate progression on meeting goals in social and emotional development, language development, literacy knowledge, and skills, approaches to learning, cognition, and general knowledge, physical well-being ad motor development.

As parents leave our program they will have the knowledge and understanding that they are their child’s first and most important teacher and advocate, and knowledge and skills to make a difference in the life and learning of their child.

**The Chelan Douglas Child Services Association is an equal opportunity employer.**