



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
 OKMULGEE, OK 74447
 Telephone (918) 732-7827
 Toll-Free (800) 482-1979
 Fax (918) 756-2284

Submitted Date 09/26/2018	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: BUS DRIVER / CUSTODIAN			
Pay Grade SG 6	Salary Range \$21,112-25,916	Classification Full Time	
Department: HEAD START	Location: Checotah	Location Code: 108	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	<p>Ensures MCN Head Start's physical environment and facilities are conducive to learning and reflective of the different stages of development of each child.</p> <p>Responsible for maintaining and cleaning the center, equipment and bus on a daily basis to ensure that facilities provide a safe and secure environment that is free of toxins, dangerous materials and contaminants.</p>
Principal Duties and Responsibilities:	<p>Works as a team member, under the direct supervision of the Center Supervisor.</p> <p>Operates a bus as needed to transport students to and from the Head Start Center, to field trips and other activities. Bus driver must have children's safety as a first priority at all times.</p> <p>Assist with planning bus routes so that the bus route is limited to one hour round trip and meets the transportation requirements for transporting students.</p> <p>Keep and maintain copy of child pick-up list. Be prepared to ask for photo ID if in doubt that the person is on the pick-up list.</p> <p>Must monitor or conduct a pre & post trip inspection of the buses each day before and after the bus route and field trips. Check bus seats to make sure all children are off the bus.</p> <p>Daily pre-trip inspection; checks front end, oil, radiator, battery, tires and belts in order to maintain motor vehicle used in transporting of students and staff. Reports repair work needed to the Center supervisor for processing of work order(s).</p> <p>Delivers and retrieves supplies and equipment at the MCN Head Start Administrative office as requested by the Teacher, Center Supervisor, Coordinator/Specialist or Manager and must be able to lift 50 pounds or</p>



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more.

Responsible for sweeping, bleaching interior, mopping and vacuuming building, bus and equipment on a daily basis to maintain the cleanliness and sanitation of both.

Replaces light bulbs, depleted restroom supplies and other expendable items in order to maintain adequate supplies. Repair and replace doors, drawers, light fixtures, wiring, electrical sockets, shades etc., found in the centers.

Ensures all outdoor areas are free of glass, stones, sharp objects, standing water, poisonous plants and high grass during the summer months. Provides yard maintenance to include weed eating and lawn mowing for Head Start facilities as needed, especially during the summer months.

Ensures garbage and trash are deposited in covered containers and in designated areas.

Ensures that facilities, playground and storm shelter are maintained for safety, cleanliness and in compliance with DHS licensing (if required), Head Start Performance Standards and MCN Head Start service plans or policies and procedures, doing minor repairs and small maintenance projects for facilities.

Must be familiar with the Performance Standards and implement them into the classroom and be willing to participate in on-site review interviews.

Must have a physical annually and an initial TB skin test and submit copy to the center supervisor.

Participates in the annual Community Assessment and the program self-assessment as per Center Supervisor directive.

Must attend all appropriate training, workshops, meetings and implement knowledge and techniques gained from the trainings.

Adheres to guidelines set in Head Start and Creek Nation Policies and Procedures Manuals.

Interacts appropriately with children and parents at all times.

Works as a team member in the center with other staff when not performing bus or maintenance duties.

Must obtain an Oklahoma Bus Drivers Certificate and CDL License within the first six weeks of employment. Must also obtain a CPR/AED and First Aide Certification and Food Handler's Permit as scheduled by the



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	<p>program.</p> <p>Must document and report suspected child abuse, neglect, etc. as required by the Muscogee (Creek) Nation Head Start Policies and Procedures and Tribal, State and Federal laws. Also must sign Statement of Understanding and verification of training on reporting procedures and responsibility of reporting abuse, neglect, etc.</p> <p>Strive to build trusting relationships with child and parents. Bus Driver is representing the Muscogee (Creek) Nation Head Start center and Head Start program.</p> <p>Perform all other duties as assigned by the Manager, Program Coordinators/Specialists and Center Supervisor related to program philosophy.</p>
<p>Minimum Requirements:</p>	<p>High School Diploma or GED with a good driving record. Knowledgeable in using power tools, of lawn care and in building construction. Must possess a valid Oklahoma Driver's License. Must pass background check and fingerprinting.</p>
<p>Preferred Requirements:</p>	<p>CDL</p>
<p>Valid Oklahoma Driver's License required?</p>	<p>Yes</p>
<p>Please list any additional licenses required:</p>	

Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.



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Dependability: Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move: Up to 50 lbs. Up to 100 lbs. Over 100 lbs.
 Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles Outside weather conditions Toxic or caustic chemicals
 Risk of electrical shock Vibration Loud Noise

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.