



Bus Driver / TECP Assistant

Job Description

POSITION: Bus Driver / TECP Assistant

FTE: 30+ hours per week

Location: Eugene

Salary: \$12.00 – \$13.25 per hour

RESPONSIBILITIES: The bus Drive / TECP Assistant is responsible for transporting children to and from Relief Nursery, coordinating routes along with teachers and outreach staff, assisting the Transportation Coordinator with vehicle maintenance and upkeep. In addition the Bus Driver / TECP Assistant will provide general support to the TECP and Respite Care programs by assisting teachers in the therapeutic classrooms and providing other program support as assigned.

REQUIREMENTS:

1. Obtain First Aid and Infant/Child CPR Certifications within 90 Days
2. Experience working with children 0-5 years old
3. Good driving record.
4. Effective communication skills, emotional maturity, and stability.

Preferred:

1. AA or Bachelor's degree
2. Bilingual in English and Spanish
3. Experience working with high-risk families.

SKILLS AND ABILITIES:

1. Relate tactfully, confidently, sensitively and non-judgmentally with young children, their families, and other staff members.
2. Good physical stamina with the ability to lift and carry car seats, children, sit in child size chairs and on the floor, bend, and kneel.
3. Dependability and flexibility.
4. Good organizational skills.
5. Basic computer and office skills.
6. Maintain a professional demeanor with clients, staff and public at all times.

GENERAL DUTIES:

1. Update current family addresses, release information, and routes.
2. Coordinate bus routes. This includes assisting with assessing families' needs for transportation in collaboration with teachers and outreach workers.

3. Relay information as to and from program staff and parents when dropping off and picking up children.
4. Adhere to all staff policies regarding confidentiality of families and children attending the Relief Nursery.
5. Act in accordance with responsibilities and protocols set forth in Oregon Child Abuse Reporting laws and Relief Nursery policy.
6. Attend all-staff meetings at 3:00 p.m. on the first Wednesday of each month and other meetings as requested.
7. Collect and submit gas logs to Finance Assistant every two weeks.
8. Schedule and secure maintenance and body repairs for vehicles in coordination with Transportation Coordinator and supervisor.
9. Complete documentation including claims forms for check request / reimbursement in a timely manner.
10. Assist with training staff on bus driving and car seat safety.
11. Provide support to Relief Nursery programs as assigned. Support may include, but is not limited to:
 - assisting teachers in classrooms,
 - moving and sorting donations,
 - assisting the cook with food preparation, dishes and kitchen clean up,
 - greeting parents and answering the phones at the front desk
 - assisting with general building upkeep
12. Other duties as assigned.

Pre-employment drug screen and criminal background check, DMV records check and proof of automobile insurance required.

Relief Nursery is an Equal Opportunity Employer