



“Action Inc is a non-profit organization dedicated to the development of pathways out of poverty in Southwest Montana by developing innovative, community-based, collaborative solutions.”

Bus Driver-Substitute—Butte Head Start

Employment/FLSA Status: On-Call/Non-Exempt

Wage: DOE

Position Summary:

We are currently seeking an energetic person to join our team in the position of a Substitute Bus Driver. Through a respectful, constructive, and energetic style guided by the objectives of the organization, the position plays an integral role in the administration of Community Action programs. The successful candidate is responsible for transporting children to and from Head Start Centers by driving Head Start buses on established routes. This position requires a current Commercial Driver’s License with School Bus endorsement and a current DOT physical. This position requires the ability to relate well with children and families as well as part of a team.

Hours of Work:

5-7 hours (split shift) per day
5 days per week

Duties and Responsibilities:

Responsible for transporting preschool children to/from Head Start
Responsible for following established route for pickup and drop off.
Responsible for performing pre and post trip inspections.
Responsible for completing necessary paper work.
Performs other related duties as assigned.

Qualifications:

- Minimum of 21 years old
- High School Diploma or GED
- Current CDL with school bus endorsement and current DOT physical.
- Ability to obtain First Aid/CPR certification and renew every 2 years
- Must be willing to submit to random drug/alcohol testing
- Must be insurable

How to Apply: Apply on our website at <http://butteassistanceprograms.org/careers/>

You may also pick up an application at Action Inc., 25 W. Silver, Butte, MT 59701 or at the Butte Job Service, 2201 White Blvd, Butte, MT 59701. Submit completed application, resume and cover letter to Action Inc. You may also email application materials to jpaul@hrc12.org

This Position Will be Open Until Filled.

*Action Inc.- Human Resources Council District XII is an Equal Opportunity Employer
Women, minorities, veterans, and individuals with disabilities are encouraged to apply.*