



# The Topeka Housing Authority Open Positions

Link to [Topeka Housing Authority Employment Application](#)

<b>Job Title:</b>	<b>BUS DRIVER</b>	<b>Hourly Rate:</b>	<b>\$13.00 minimum</b>
<b>Start Date:</b>	June 2023 Hours: Approx. 8 hours a week Monday & Wednesday PART TIME TEMPORARY	<b>Reports To:</b>	<b>Public Housing Manager</b>
<b>Department:</b>	<b>Public Housing</b>	<b>HR Contact:</b>	<b>Aubrey Coufal</b>
<b>Applications:</b>	<b>Email:</b> <a href="mailto:acoufal@tha.gov">acoufal@tha.gov</a> <b>Fax:</b> 785-357-2648 <b>Mail:</b> 2010 SE California Ave. Topeka, KS 66607	<b>Submit an Electronic Application:</b>	<a href="#">Topeka Housing Authority Employment Application</a>
<b>Job Description:</b>			
<b>I. JOB SUMMARY</b> Provide Transportation to Support Youth Program Activities			
<b>II. DUTIES AND RESPONSIBILITIES:</b>			
<ul style="list-style-type: none"> <li>A. Provide transportation to support Youth Program education and recreational activities.</li> <li>B. Oversee activities of program participants and report incidents/accidents as appropriate</li> <li>C. Insure the safety of youth at all times</li> <li>D. Provide discipline and guidance to youth in accordance with Topeka Housing Authorities procedures</li> <li>E. Work hours as assigned</li> <li>F. Ensure the security of the vehicle and the passengers</li> </ul>			
<b>III. EDUCATION, SPECIAL LICENSES/CERTIFICATES</b>			
<ul style="list-style-type: none"> <li>A. Valid Kansas CDL required</li> <li>B. Specialized certification as assigned</li> <li>C. High school diploma or equivalent preferred</li> <li>D. Acceptable driving record for insurance purposes.</li> </ul>			
<b>IV. EXPERIENCE</b>			
Experience transporting youth			
<b>V. SKILLS/KNOWLEDGE</b>			
<ul style="list-style-type: none"> <li>A. Excellent interpersonal skills</li> <li>B. Good verbal communication skills</li> <li>C. Good time management skills</li> <li>D. Ability to work with diverse population</li> <li>E. Good conflict resolution skills</li> <li>F. Able to work with small children and behavior challenged children</li> <li>G. Safety and security methods and techniques</li> <li>H. Ability to problem-solve and resolve conflict situations effectively</li> <li>I. Mediation and problem resolution techniques</li> <li>J. Standard procedures for the dealing with liability issues relating to the operation of children and youth programs---confidentiality, reporting suspected abuse, sexual harassment, interaction with parents/guardians, etc.</li> <li>K. Standard customer service etiquette and procedures</li> <li>L. Ability to interact effectively with THA residents, program and service providers, educators, law enforcement officials and other persons who work with THA residents</li> <li>M. Ability to establish a good working relationship with THA staff</li> <li>N. Ability to follow simple and complex directions</li> <li>O. Ability to manage multiple tasks simultaneously</li> <li>P. Ability to follow written and oral directions</li> </ul>			

## **Bus Driver Job Description Continued:**

### **VI. PHYSICAL REQUIREMENTS**

- A. Work around and with children and youth in everyday program settings as well as in emergency situations
- B. Ability to lift at least 50 pounds.