



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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E-Mail Address: poi70104@isletapueblo.com**

**JOB ANNOUNCEMENT
2nd Posting**

**POSTING DATE: 01/29/10
POSTING DATE ENDING: Until Filled
(POSTED IN AND OUT)**

TITLE: BUS DRIVER

DEPARTMENT: HEAD START & CHILD CARE

LOCATION: HEAD START & CHILD CARE PROGRAM

NO. OF POSITIONS: 2 (Part time/20 hours per week)

POSITION #: 24035, 24036 POSTING #: 011, 012

STATUS: NON-EXEMPT

STARTING SALARY /GRADE: A2 - \$10.22

DESCRIPTION OF WORK

General Statement of Duties: The Head Start Bus Driver provides a safe, positive, and supportive environment for Head Start children that ride the bus.

Supervision Received: Works under the supervision of the Head Start Director and coordinates routes and schedules with the Transportation Coordinator.

Supervision Exercised: None.

DUTIES AND RESPONSIBILITIES:

1. Works with the Transportation Coordinator to develop, implement, and monitor transportation routes.
2. Transports passengers to school and destinations as scheduled and drives bus in all weather conditions.
3. Performs role call of the children when loading and unloading the bus.
4. Follows all federal, state, local, and tribal traffic and safety regulations.
5. Conducts safety drills on a regular basis, and assists the Head Start Staff in teaching bus safety to the children.
6. Performs preventative pre-trip and post-trip inspections on buses.
7. Ensures maintenance and cleanliness of buses.
8. Responds to crisis or emergency situations that may occur, follows program approved procedures, and notifies center office.
9. Maintains confidentiality of student and program information and issues.
10. Reports parent comments and concerns to appropriate personnel.

11. Performs chaperone duties during field trips as assigned.
12. Uses personal computers and office equipment to generate reports, rosters, etc.
13. Maintains certifications and credentials related to the position that includes mandatory annual training.
14. Performs other duties as assigned.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

High School Diploma or GED Certification. A Commercial Driver License (CDL) is required. CPR and First Aid Certification required within 30 days of hire.

NECESSARY SPECIAL REQUIREMENTS:

1. Tribal Member with the ability to speak Tiwa preferred.
2. Ability to respond to and remain calm in an emergency or crisis situations.
3. Ability to pass an annual physical examination and pass TB screenings.
4. Knowledgeable of Ability to maintain a New Mexico's State CDL License and meet POI insurability standards required to drive tribal vehicles or conduct business in a personal vehicle.
5. Ability to successfully pass a thorough background investigation and a drug test.
6. Ability to use effective communication skills, both verbal and written, and provide reports as needed.
7. Ability to follow verbal or written instructions.
8. Skilled in displaying mature, patient, and understanding behavior.
9. Ability to work professionally with staff, parents, and community members.
10. Ability to understand and learn Head Start Standards, regulations, handbooks, and policies used for implementation and reporting requirements.
11. Knowledgeable of the principles of confidentiality of information and records.
12. Knowledgeable of personal computers, related software programs, and in the use of basic office equipment preferred.
13. Ability to attend workshops and training sessions as required.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Must be able to lift up to 50lbs. Will spend long periods of time sitting. Will be required to use back, arms, hands, and legs when operating bus. Will be required to use long range vision while operating bus. Will be required to use close vision when preparing or reading reports or instructions.

Vjj/HR/1-28-10

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA, P.O. BOX 1270, ISLETA, NM 87022

THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE