



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 085-20

OPENING DATE: 05/26/2020

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Bus Driver
PAY GRADE: NE4 (\$14.52/hr.-\$19.60/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time-Contract
FUNDING SOURCE: Grant Funded
DEPARTMENT: Elementary School
REPORTS TO: Principal/EPA
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides bus transportation services to elementary age students to and from school on regularly established schedules and routes.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Drives a school-owned bus, providing safe and efficient transportation to students.
- Performs routine vehicle inspection and maintenance including but not limited to checking the oil and fuel levels, brakes, lights, windshield wipers, and maintaining proper tire pressures on a regular basis.
- Provides safe, reliable, and efficient transportation for children to and from the Pueblo of Isleta Elementary School on a regularly scheduled basis.
- Transports students on planned field trips.
- Supervises students while transporting to ensure safety.
- May be required to pick up supplies or special items; transport students and adults on field trips as needed.
- Completes preventive maintenance records, accident reports and mileage logs.
- Ensures bus is empty of students before leaving shift.
- Drives bus in all weather conditions.
- Works various shifts to include early mornings, late afternoons, and occasional weekends.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Current Commercial Driver's License with Class B, School Bus and Passenger Endorsements.
- 1 year experience with driving a bus.
- Tiwa speaking preferred.
- CPR and First Aid Certifications or must obtain within 90 days of employment.
- Must be able to pass a TB screening.
- Valid New Mexico commercial driver's license with a passenger ("P") and a school bus ("S") endorsement.
- Must be able to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of rules of the road and road signage.
- Knowledge of federal, state and local driver and passenger service regulations.
- Knowledge of the pueblo community, surrounding areas, and the City of Albuquerque.
- Skill in displaying mature, patient, and understanding behavior.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to drive safely and efficiently.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to understand and follow oral and written instruction.
- Ability to use effective communication skills, both verbal and written, and provide reports as needed.

PHYSICAL DEMANDS:

- Stoops, kneels, bends, etc. in order to get down to a child's level.
- Requires the ability to sit for up to 6 hours per day; use of back, arms, hands, and legs to operate bus.
- Specific vision abilities include close vision, distance vision, peripheral vision, and ability to adjust focus.
- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of 50 lbs.

WORK ENVIRONMENT:

- Work is performed indoors, outdoors, and in a bus environment with a high noise level.

- Exposure to exhaust and gas fumes may occur when driving or monitoring the buses or vans.
- Exposure to unpleasant odors, hazardous material and infectious disease.
- Travel within and outside of the pueblo area is required.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.