



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

****RE-ADVERTISEMENT****

POSTING NO: 070-20

OPENING DATE: 02/25/2020

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: Part-Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Head Start
REPORTS TO: Facility/Transportation Coordinator
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides a safe, positive, and supportive environment for Head Start children that ride the bus. Assists Facilities Coordinator where needed to keep the Isleta Early Head Start, Head Start & Childcare Center in compliance with all Head Start Performance Standards and Regulations.

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:

- Follows Isleta Head Start Transportations and facilities written plan for compliance of the Head Start Performance Standards.
- Assists the Facility/Transportation Coordinator to develop, implement, and monitor transportation routes.
- Provides safe, reliable, and efficient transportation for young children and passengers to and from the Head Start Center and field trips on a regularly scheduled basis.
- Drives bus in all weather conditions.
- Performs roll call of the children when loading and unloading the bus.
- Conducts safety drills on a regular basis, and assists the Head Start Staff in teaching bus safety to the children.
- Performs preventative pre-trip and post-trip inspections on buses.

- Inspects vehicles before driving to include: gas, oil, water, tires, and brake and transmission levels, to ensure safety of operation. Performs routine safety checks on vehicles to include: operable brake lights, turn signals, tire pressure, first aid kit, and emergency road kit.
- Ensures maintenance and cleanliness of all buses.
- Follows program approved procedures, Head Start Performance standards, and notifies center office of any crisis or emergency situations; follows all federal, state, local, and tribal traffic and safety regulations.
- Reports parent comments and concerns to appropriate personnel.
- Performs chaperone duties during field trips as assigned.
- Uses personal computers and office equipment to generate reports, rosters, etc.
- Follows all Indian Health Service, Head Start, USDA Commodities and Child & Adult Care Food Program (CACFP) guidelines and regulations.
- Sweeps and mops floors; vacuum carpeted areas; cleans and disinfects all restrooms daily.
- Cleans outside areas of building, rake and pick-up trash; maintains parking lot and sidewalks by sweeping, and snow and ice removal.
- Performs ground-keeping chores such as weeding, watering and fertilizing plants.
- Coordinates maintenance and repair activities with the Facilities Coordinator.
- Ensures all hazardous materials are stored, secured and/or disposed of properly and are away from children's reach or access at all times.
- Attends all training pertinent to job and the Head Start and Child Care Program.
- Drives tribal vehicles for trash disposal and other tasks.
- Inspects the building, grounds and equipment, and reports safety and security concerns to the Facilities Coordinator.
- Stocks supplies, equipment, and tools.
- Works various shifts to include early mornings, late evenings, and occasional weekends.
- Maintains confidentiality of student and program information and issues.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- MUST possess a Commercial Driver's License with Class B, School Bus and Passenger Endorsements and able to maintain a Federal DOT Medical Card.
- Experience with driving a bus required.
- Tiwa speaking preferred.
- CPR and First Aid Certifications or must obtain within 90 days of employment.
- Able to obtain and maintain Food Handler's Certification within 90 days of employment.
- Valid New Mexico driver's license with ability 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 the use of cleaning tools, chemicals, cleaners, and disinfectants.
- 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 pass annual physical exam.
- Ability to use a variety of hand tools in performing minor maintenance.
- 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 safely use cleaning products and safely operate cleaning equipment.
- Ability to understand and follow oral and written instruction.
- Ability to learn the methods of cleaning and caring for buildings, grounds, and equipment.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to use effective communication skills, both verbal and written, and provide reports as needed.
- Ability to work professionally and cooperatively with staff, parents, and community members.
- Ability to understand and learn Head Start Standards, regulations, handbooks, and policies used for implementation and reporting requirements.

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 frequent lifting of 50 lbs.

WORK ENVIRONMENT:

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

PREFERENCE:

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