



**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](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 208-21**

**OPENING DATE: 11/19/2021**

**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 pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**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.