



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 049-23**

**OPENING DATE: 02/17/2023**

**CLOSING DATE: 06/23/2023**

**POSTED: IN/OUT**

**POSITION:** Van Driver  
**PAY GRADE:** NE2 (\$12.00/hr. - \$16.20/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Elder Center  
**REPORTS TO:** Outreach Manager  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Drives clients to various destinations in a safe and timely manner including non-medical appointments, shopping, errands, field trips, visitations, and center activities. Ensures client safety by adhering to established department policies, procedures, 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:**

- Transports passengers consisting of elderly clients to destinations as scheduled.
- Assists with the loading and unloading of passengers.
- Uses wheelchair lifts and wheelchair tie downs to ensure the safety and security of passengers.
- Observes all designated speed limits and driving laws while operating vehicles.
- Verifies pick up and drop off sites for clients.
- Exhibits cooperation, courtesy and a positive attitude toward the public and with clients' families and staff.
- Drives vehicles in all weather conditions.
- Ensures that all vehicles are maintained in a safe operating condition.
- Schedules routine vehicle maintenance including; oil changes, brake inspection, wheel alignments, and reports problems or repairs as needed.
- Performs preventative pre-trip and post-trip inspections on vehicles and keeps records of mileage.

- Documents client contact and compiles data.
- Follows proper procedures and policies when involved in an accident or when a client is hurt in the van; ensures accident report is completed in a timely manner.
- Attends meetings and in-services as assigned.
- Maintains complete confidentiality of client information.
- Observes and follows all policies and procedures set forth by supervisor.
- Performs other job duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- One year related work experience.
- Ability to speak Tiwa is preferred.
- Must be able to pass a TB screening.
- First Aid and CPR Certification.
- 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 applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of rules of the road and road signage.
- Knowledge of New Mexico driver and passenger service regulations.
- Knowledgeable of the pueblo community, surrounding areas, and the City of Albuquerque.
- Skill in the operation of 8, 15, or handicapped passenger vans with the ability to use the handicapped equipment located on van.
- Ability to demonstrate sensitivity to the needs of the elderly.
- 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 exercise independent judgment.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.

**PHYSICAL DEMANDS:**

- Must be able to sit for up to 6 hours per day while driving.
- Uses back, arms, hands when opening doors and using wheelchair lifts, levers, and equipment.
- Must be able to use long range vision while operating vehicles.
- Position requires frequent lifting of 50 lbs.

**WORK ENVIRONMENT:**

- Work is performed indoors, outdoors, and in an automobile or passenger van.
- Exposure to exhaust and gas fumes may occur when driving or monitoring the automobile or van.
- Exposure to outdoor weather conditions.
- Travel within and outside of the pueblo area is required.
- Noise level is usually moderate.

**PREFERENCE:**

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