

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE72920842 DATE POSTED: 04/01/21  
POSITION NO: 945569 CLOSING DATE: 05/12/2021 by 5pm  
POSITION TITLE: Head Start Bus Driver  
DEPARTMENT NAME / WORKSITE: DODE / Navajo Head Start / Pinon, AZ  
WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: BM59A  
WORK HOURS: 40 hrs. / week PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 36,414.72 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 16.00 PER HOUR  
NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Drives bus to transport Head Start children on assigned routes, from home to Head Start Center and return to home, and/or field trips, or assigned destinations according to time schedule; works with Head Start Teachers to establish bus routes at the beginning of each academic year and recommends changes when necessary; assures that children are released into the care of their parent or guardian designated by the parent according to program policy; checks bus to ensure that there are no children remaining on the bus at the end of each route; assures the safety of the children at all times. Performs pre/post trip inspections before and after each route; performs maintenance inspection to ensure bus is in compliance with all safety and transportation regulations; schedules regular and periodic maintenance of the bus; reports maintenance concerns and problems immediately; ensures that all required inspections are done in a timely manner; checks fire extinguisher and schedules necessary maintenance; maintains and replenishes first aid kit; ensures that interior is clean and disinfected properly on a daily basis; cleans the exterior as needed; maintains log by recording mileage, fuel and maintenance expenses; checks and maintains fluid levels of bus. Works closely with Head Start Center staff to ensure a Child-Safe environment, proactively engages in educational/classroom/transportation functions to maintain discipline, comfort, security, protection of small children, reports delays, accidents, or incidents and other concerns regarding child health, behavior, emotion, and physical well-being. Conducts and participates in safety precautionary measures: safety seats, evacuation drills, bus transportation and order, prevention of all injuries, accidents, abuse, abandonment, and neglect; oversees, trains, and teach parents on bus safety. Prepares required reports and attend meetings. Classroom assistance: prepares materials/supplies for activities, meal preparation, cleans/sanitizes classroom, kitchen, bathrooms, Head Start recruitment, Parent/staff Conference/training; performs related and other work assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED

**Special Requirements:**

- A favorable background investigation
- Possess a valid Commercial Driver's License (CDL) with Passenger and School Bus Endorsement.
- Must pass a physical examination with tuberculosis (TB) clearance prior to date of hire.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of early childhood development/education; knowledge of laws, regulations, and tribal policies on child care; knowledge of the Navajo culture and traditions. Ability to nurture, motivate, teach, and influence children three to five years of age children; ability to display mature patience and understanding; ability to work extended and flexible work hours; ability to understand and communicate in the Navajo and English language.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**