

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

REQUISITION NO: DOE8166735

Date Posted: 07/02/12

POSITION NO: 945042

Closing Date: OUF

CLASS CODE: 4145

POSITION TITLE: Head Start Bus Driver \*\*

DEPARTMENT NAME: Navajo Head Start - Shiprock Agency

DEPARTMENT NO: 816 WORKSITE LOCATION: Carson, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V59A

Days: M-F

Permanent:

SALARY:

Hours: 4-Aug

Temporary:

Duration: \_\_\_\_\_ \$ \_\_\_\_\_ Per Annum

Part-Time:

No. of Hrs/Wk: \_\_\_\_\_ \$ 12.48 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Performs work of average difficulty driving bus to transport head start children on assigned routes to center and return to home and/or field trips or to assigned destinations, according to time schedule, monitors conduct of passengers on bus to maintain discipline and safety; performs maintenance check to ensure bus complies with safety and transportation regulations. Ensures bus rules & regulations and maintains safety of children getting on and off the bus. Performs pre/post inspections before and after bus routes. May be required to participate in classroom instruction, assist in development of lesson plans on transportation.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A High School Diploma or GED; and a valid Commercial Driver's License with passenger and school bus endorsement.

**Experience:**

**(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state and local traffic regulations and practices of transportation of school children. Knowledge of the inspection, operation and preventative maintenance of school buses. Knowledge of Head Start Program policies, practices, and procedures. Skills in safety transportation of head start children to and from their homes. Skills in utilizing effective written and verbal communication in the development activities, maintaining records and reports and working with parents of students. Ability to make decisions in a variety of situations regarding priorities and effectively handling emergencies.

**License/Certification Requirements:**

Must pass a criminal background investigation (fingerprinting and assessment) and physical examination with tuberculosis (TB) clearance prior to employment. Within 90 days of employment must obtain a Bus Driver's certificate, Navajo Nation Vehicle Operator's Permit, a current Cardiopulmonary Resuscitation (CPR) Certificate and Food Handler's Permit.

**\*\* UNION POSITION**

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*