

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

Requisition No: DOE8606732

Date Posted: 7/2/2012

POSITION NO: 242585

Closing Date: 7/16/2012

CLASS CODE: 4145

POSITION TITLE: Head Start Bus Driver\*\*

DEPARTMENT NAME: NAVAJO HEAD START - Tuba City Agency

DEPARTMENT NO: 860 WORKSITE LOCATION: Tuba City, Arizona

WORK DAYS/HOURS: POSITION TYPE: GRADE: V59A

Days: M - F

Permanent:

SALARY:

Hours: 8 am - 5 pm

Temporary:

Duration: 9 months \$ 19,968.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.48 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of routine difficulty driving a bus to transport Head Start on assigned routes, from home to center and return to home and/or field trips, or to and from assigned destinations according to time schedule; monitors conduct of passengers on bus to maintain discipline and safety; performs pre-trip/post-trip inspections before and after each route; performs maintenance check to ensure bus complies with safety and transportation regulations; schedules regular, periodic maintenance of the bus, report all other maintenance concern and problems; assures that all required inspections are done on a timely basis; checks fire extinguishers; replenishes and maintain first aid kit; assures the interior is clean and disinfected properly; maintains log by recording mileage, fuel and maintenance expenses; checks and maintain level of oil and water; reports any problems with bus that need repairs or servicing; maintains discipline and safety of children on and around the bus; directs loading and unloading of passengers; conducts and participates in bus and safety drills and presentations; prepares required reports; communicates with parents and program staff regarding program activities; may be required to participate in classroom instruction, provide assistance in the supervision of children; provide assistance with preparing equipment, supplies and materials for educational activities; and assist with maintaining a clean safe environment for children.

**MINIMUM QUALIFICATIONS:**

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

**To receive full credit for education and/or experience, submit copies of diplomas, degrees, transcripts, certificates, etc.**

**KNOWLEDGE AND SKILLS:**

Knowledge of federal, state and Navajo Nation traffic regulations and practices for transportation of school children; knowledge of inspection, operation and preventative maintenance of school buses; knowledge of Head Start program policies, practices and procedures; knowledge of preparing age appropriate learning and socialization activities; skill in safely transporting Head Start children to and from their homes; and skill in maintaining a clean safe environment for children.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Work requires lifting up to 50 pounds, carrying, stooping, bending, and working with children ages three to five years old while safely transporting, teaching and supervising Head Start program students; constant exposure to children and their sicknesses or diseases; exposure to chemicals and cleaning supplies.

**LICENSE / CERTIFICATION REQUIREMENTS:**

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

**\*\* UNION POSITION**

**VETERAN PREFERENCE APPLIES**

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

**Revised: 9/18/2006**