THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOE7969470**	DATE POSTED:	**11/03/14**
POSITION NO:	**945350**	CLOSING DATE:	**11/17/14**
POSITION TITLE:	**Head Start Bus Driver**		
DEPARTMENT NAME / WORKSITE:	**DOE/Navajo Head Start - Chichiltah, NM**		
WORK DAYS:	**MON - FRI**	GRADE/STEP:	**AD59A**
WORK HOURS:	**40 HOURS**	$ **16,205.76**	PER ANNUM
		$ **13.24**	PER HOUR

REGULAR FULL TIME: ☐
PART TIME: ☐ NO. OF HRS./WK.: _____
SEASONAL: ☑ DURATION :
TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Drives bus to transport Head Start children 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; works with the teacher to establish bus routes at the beginning of each school year and recommends changes when necessary; assures that the 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 children in getting on the bus, getting off the bus and during the route. Performs pre-trip/post-trip inspections before and after each route; performs maintenance checks to ensure bus complies with safety and transportation regulations; schedules repairs and periodic maintenance of the bus; reports all other maintenance concerns and problems; ensures that all required inspections are done on a timely basis; checks fire extinguishers; replenishes and maintains first aid kit; assures the interior is clean and inspected properly; cleans the exterior of the bus as needed; maintains log by recording mileage, fuel and maintenance expenses; checks and maintains level of oil and water. Maintains discipline, safety and comfort of children according to appropriate policies, rules and regulations; reports delays, accidents or incidents; works closely with bus monitor to maintain order on bus and instructs the bus monitor when children are distracting the bus driver; works with the bus monitor to ensure that all passengers are properly restrained before driving the bus; notifies teachers of concerns regarding the children's health, behavior and emotional state; conducts and participates in bus safety evacuation drills and presentations; prepares required reports, attends meetings; communicates with parents and program staff regarding program activities. In addition to the above, may be required to participate in classroom instruction, assist in the development of lesson plans on transportation, provide assistance in the supervision of children, and assist with the preparation of meals and snacks based on Head Start program guidelines; prepares supplies and materials for activities; maintains clean and safe environment; cleans and sanitizes classroom, toys, kitchen, and restrooms; sweeps and mops floors, and takes out trash; participates in parent activities; participates in training and workshops; assists in recruiting eligible children and collecting required documents; participates in training modules for early childhood education child development associate (CDA) credential.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED.

Preferred Qualifications:

- Six (6) months bus driving experience. • A Child Development Associate (CDA) or twelve (12) related college credit hours.

Special Requirements:

- A favorable background investigation. • Possess a valid Commercial Driver's License 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 federal, state, and local traffic regulations and practices for transportation of school children. Knowledge of the inspection, operation and preventative maintenance of school buses. Knowledge of Head Start Program policies, practices and procedures. Knowledge of preparation of age appropriate learning and socialization activities. Knowledge of early childhood educational practices. Skill in safely transporting Head Start Program students to and from their homes. Skill in monitoring and modeling behavior for Head Start Program students. Skill in utilizing effective written and verbal communication in the development of activities, maintaining records, files and reports and working with parents and students. Skill in maintaining a clean and safe environment. Skill in utilizing public relations techniques in responding to inquiries and complaints. Skill in establishing and maintaining effective working relationships. Ability to make decisions in a variety of situations regarding priorities and effectively handling emergencies.

UNION POSITION

<<A favorable background investigation is required>>

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