

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8607284
POSITION NO: 242609
CLASS CODE: 4145

Date Posted: 12/17/12
Closing Date: 12/31/12

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 \$ _____ 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**

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