

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

Requisition No: DOE7927066

Date Posted: 10/08/12

POSITION NO: 945290

Closing Date: 10/19/12

CLASS CODE: 4145

POSITION TITLE: Head Start Bus Driver\*\*

DEPARTMENT NAME: Navajo Head Start - Crownpoint Agency

DEPARTMENT NO: 792 WORKSITE LOCATION: Breadsprings, NM

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 children from home to center and return to home and assigned destinations according to time schedule; monitors conduct of passengers on bus to maintain discipline and safety; drives bus to transport Head Start children; performs before and after travel bus inspections for maintenance and repairs to ensure bus complies with safety and transportation regulations; checks fire extinguishers; maintains log by recording mileage, fuel and maintenance expenses; 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/training, applicant must submit copies of diploma, degree, transcripts, certificates, permits 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 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 Certification, Cardiopulmonary Resuscitation (CPR) Certification, 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: 9/18/2006*