Vacancy Announcement
Department of Education – Haak’u Learning Center

Pueblo of Acoma Human Resources Department
P.O. Box 348, Acoma, NM 87034 • 505-552-6728 • www.puebloofacoma.org

JOB TITLE: Bus Driver (Part-Time/Regular)   PAY RATE: $11.56/hr

OPENING DATE: June 24, 2020   CLOSING DATE: Open Until Filled

POSITION PURPOSE
Under direct supervision of the Facilities/Transportation Supervisor, the bus driver provides safe, reliable, and efficient transport of young children to and from the Head Start Center on a regularly scheduled basis. Performs custodial work as necessary.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Keeps CDL and required endorsements current and provides a copy of the current certificate or card to supervisor for filing in personnel file.
2. Ensures children are positioned and properly secured in age and weight appropriate child safety restraint systems.
3. Maintains and observes all current safety standards with regard to the vehicle and conduct of the children entering, riding, and exiting the bus.
4. Follows procedures to guarantee no child is left alone on bus without adult supervision at any time, including insuring all children have departed bus at the end of all bus routes by conducting bus inspections at the end of each bus run.
5. Administers basic first aid in case of injury, handles emergency situations including vehicle evacuation procedures.
6. Operates any special equipment such as wheelchair lifts, assistance devices or special occupant restraints as needed.
7. Plans bus routes with supervisor adhering to the one-hour travel time for each child and to avoid the need for U-turns or backing up.
8. Implement the transportation service needs of children with identified special needs.
9. Provides ideas and ways to support the implementation of safety education for parents, children and staff while loading and unloading, during transit, during recruitment, in routine communications with parents, and in the classroom in accordance with Head Start Performance Standards requirements for pedestrian/safety education.
10. Communicates positively and effectively with children and parents as the program’s first and last contact of the day so that the transportation transition is a smooth and positive experience for Head Start children and families.
11. With the assistance of the Bus Monitors, assures that children who are visibly sick or complaining of feeling sick remain with their family. (Follows HLC Short-term Exclusion and Readmission Policy). Informs designated staff person at the center of those children who will be absent.
12. With the assistance of Bus Monitor, delivers notes, program information and other items to and from the parents.
13. Ensures emergency supplies including fire extinguisher, safety equipment, tool kit and other equipment are maintained, and properly.
14. Ensures the assigned vehicle communication system is tested regularly and kept in working order.
15. Ensures the Program-established health and safety precautions and procedures are followed including daily cleaning of the vehicle interior, using universal precautions, stowing of objects, adhering to the seating chart and maintenance of child safety seats.
16. Ensures bus maintenance is complete in accordance with the programs maintenance schedule, that daily pre- and post-trip inspections are done, and that problems are reported immediately to the supervisor.
17. Responsible for reporting any problems, accidents, or concerns that may affect the smooth and safe transportation of the children. These must be documented in writing.
18. Maintains accurate documentation related to mileage, consumption of gas, oil, and other service related products.
19. Ensures that the bus always has sufficient fuel.

20. Contributes to a team effort and accomplishes related results as required.

21. Attends and participates in program pre-service trainings, and other continuing education, career and professional development opportunities.

22. Performs related work as required to meet the goal and objectives of the Haak’u Learning Center.

MINIMUM QUALIFICATIONS

Experience:
- One year experience transporting children with disabilities, preferably at the pre-school level; experience working with parents of young child preferred.

Education:
- High School Diploma or GED.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Current valid New Mexico Commercial Driver’s License (CDL) Class B with passenger (P) and school bus (S) endorsements and with no DWIs in the past three years.
- Must be able to successfully pass a drug/alcohol screen and background investigation.
- Ability to perform other duties as assigned
- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Acoma.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of rules of the road and road signage.
- Knowledge of New Mexico driver and passenger service regulations.
- Ability to communicate effectively in the English language, preferable in the Keres language, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to drive safely and efficiently.
- Ability to use a variety of hand tools in performing minor maintenance on assigned vehicles.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to handle multiple tasks and meet deadlines.
- Ability to understand and follow oral or written instructions.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to operate special equipment such as wheelchair lifts, assistance devices or special occupant restraints ad needed.
- Ability to obtain and maintain First Aid and CPR certification within three months of hire.
- Ability Valid Commercial Driver’s License.

PREFERRED QUALIFICATIONS
- Fluency in the Keres language preferred

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.
Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

### OTHER

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<th>Confidentiality:</th>
<th>All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.</th>
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<td>Background investigation:</td>
<td>This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 “Indian Child Protection and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.</td>
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<td>Health Requirement:</td>
<td>None</td>
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<td>Driver Check:</td>
<td>All applicants must possess a current valid Driver’s License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.</td>
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<td>Drug screening:</td>
<td>All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.</td>
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To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at [www.puebloofacoma.org](http://www.puebloofacoma.org). All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

VA0542020  
*Pueblo of Acoma is a Drug Free Workplace.*