

# Human Resources Department Pueblo of Santo Domingo



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## JOB ANNOUNCEMENT

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**POSITION TITLE:** Bus Driver

**SALARY RANGE:** \$18-\$19.50 DOE

**DEPARTMENT:** SD Early Childhood Learning Center

**POSITION STATUS:** Full-Time, NonExempt

**SUPERVISOR:** ECLC Director

**JOB POSTING ID:** ECLC-15923

**Accepting applications:** 9/15/23-9/29/23

*Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

### **BASIC PURPOSE:**

Incumbent in this position is responsible for ensuring the overall safe bus transportation of Santo Domingo Head Start families, children, and staff during assigned shift. Incumbent is responsible for working with staff to assure a safe environment for all children of the Santo Domingo Head Start.

### **TYPICAL FUNCTIONS:**

- Transport children to and from the Santo Domingo Early Childhood Learning Center efficiently and safely.
- Perform daily Pre & Post trip safety checks, mileage and trip tickets for each program bus driven, prior to routes/trips.
- With the assistance of bus monitors, ensure that all passengers wear seat belts or are placed in appropriate (age or weight) car seats and belted in.
- Keep interior of bus clean and sanitized daily, and exterior as needed.
- Ensure that any behavioral issues do not compromise the safety of any child on the bus.
- Perform daily sign on & sign off sheets, accounting by name all children getting on and off the bus.
- Ensure that each child is delivered to the care of a responsible adult upon leaving bus (on the authorized contact list).
- Ensure that no child is ever left unattended while on the bus, following all procedures put in place to prevent a child being left behind.
- Visually observe the health of each child on the bus.
- Continuous collaboration with staff, families and transportation manager to design efficient bus routes, message deliveries and staffing.
- Report all incidents, accidents and required repairs as needed to transportation coordinator and/or program director and delivery bus to repair site.
- Perform all work activities in accordance with Santo Domingo Pueblo safety policies and procedures.
- Maintain professional hygiene and appearance.
- Attend and satisfactorily complete required training as directed by the Supervisor or the Human Resources Department.
- Other duties as assigned.

## **REQUIRED COMPETENCIES**

- **Integrity / Honesty**  
All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to cash transactions, handling, tracking of equipment, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Customer Service / Client Orientation**  
All Santo Domingo Pueblo employees must be able to develop a clear understanding of customers' needs and goals while maintaining clear communication with customer regarding meeting their expectations. Must follow through and respond to customers' requests and inform them of action taken in a courteous, professional manner.
- **Teamwork**  
All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up to date about tasks, progress, or projects.
- **Team Leadership**  
Incumbents in this job must effectively manage and guide group efforts by providing an appropriate level of feedback to both individuals and groups regarding their performance and progress.
- **Teaching Others**  
Incumbents in this position must be able to take responsibility for the development of individuals and groups through appropriate teaching, guidance, and coaching techniques.
- **Effort and Initiative**  
Incumbent in this position must have the ability to work and act without specific direction and without being monitored.

## **MINIMUM QUALIFICATIONS:**

- Experience in school bus driving safe practices and operations; or an equivalent combination of education and experience.
- requirements and maintain eligibility for insurance.
- Must be able to lift a minimum of 50 pounds on a regular basis and sustain prolonged sitting, walking, standing, and climbing to enter and exit school bus.
- Extended working hours may be required during field trips and or transporting children home.
- CPR/ First Aid certified at time of hire or achieve certification within 30 days from date of hire.
- Must be able to satisfactorily pass a background check, DMV check, drug screen and DOT Medical Examination.
- Valid New Mexico commercial driver's license with school bus and passenger endorsements desirable at time of hire and ability to meet Pueblo of Santo Domingo liability insurance
- Covid-19 vaccination required. Reasonable accommodation considered.

## **HOW TO APPLY**

Please submit complete application packet.

- By email: HR@kewa-nsn.us
  - Subject line: **Bus Driver Application – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416 Attn: Human Resources
- Online: <https://santodomingopueblo.isolvedhire.com>
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume