

Human Resources Department Pueblo of Santo Domingo



JOB ANNOUNCEMENT

POSITION TITLE: Head Start Bus Driver

SALARY RANGE: \$20-\$23

DEPARTMENT: SD Early Childhood Learning

POSITION STATUS: Full-Time, Non-Exempt

Center Period to Apply: **02/06/24-03/28/24**

SUPERVISOR: ECLC Director

JOB POSTING ID: ECLC-2624

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 the interior of the 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 the 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 deliver 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.

- Ensures strict child, family, and staff confidentiality, following the Pueblo's and SD ECLC's Code of Ethics and Confidentiality Procedures.
- Utilize relationship-based approach and coaching approaches in skill building with families and staff. Must be coachable aligned with ECLC Coaching philosophy.
- Other duties as assigned.
- Adhere to NAEYC Code of Ethical Conduct.
- Ability to exercise professional judgement in evaluating before making decisions.
- Must be able to high-level critical think and problem solve to mitigate any potential programmatic issues, concerns and opportunities and can support the Vision and Mission and create systems that support the quality of the program.
- Must be highly motivated and a self-starter.
- Ability to respect the dignity of each family, culture, custom, and belief.
- Work independently and interdependently and maintain a schedule that supports colleagues, children, and families.
- Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all the program, pueblo, state and federal rules, regulations, policies, and procedures.

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 customers 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**

Incumbents 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.
- 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 obtain a food handler's certificate within 7 days of hire.
- Keres speaker preferred but not required.
- Must exercise care and compassion in decision making and maintain objectivity.
- **Must be 21 years of age for insurance purposes.**
- 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 requirements and maintain eligibility for insurance.
- Must be able to satisfactorily pass a background check, DMV check, drug screen and DOT Medical Examination.
- 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