

POSITION DESCRIPTION
Winslow Residential Hall, Inc.

TITLE: *Bus Driver*
Schedule Terms: **10 months**
Salary Classification: **Non-exempt**

WRHI complies with the Navajo Preference in Employment Act (NPEA). WRHI gives preference in employment to qualified applicants who are enrolled members of the Navajo Nation and, in certain cases, spouses of enrolled members of the Navajo Nation.

GENERAL STATEMENT OF RESPONSIBILITIES: Provides transportation services to both students and staff on a regular basis. Conducts inspection of the vehicles and informs supervisor of need for repairs, maintenance, etc. Informs passengers of safety rules and provides regular safety drills on the bus. Maintains good working relations with other staff and provides a positive role model for the students.

PRINCIPAL DUTIES:

- Transport students to and from school on a regular basis (morning, lunch and after school);
- Transport students and staff on trips for educational, reward, and recreational purpose when required;
- Perform inspection (pre-inspection and post-inspection), basic maintenance of vehicles on a regular basis;
- Notify supervisor of any safety violations of vehicles that require attention;
- Conduct bus evacuation annually;
- Post and maintain bus rules;
- Transport students in local, annual, Sunday and Friday bus run;
- Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this Position Description;
- Maintain good and timely attendance;
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by WRHI's policies, procedures, and regulations and/or this Position Description;
- Take ultimate responsibility and exercise accountability for all aspects of the activities and operations related to this position;
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

QUALIFICATIONS:

ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE:

A qualified candidate will possess any appropriate combination of some or all of the following qualifications:

- High school diploma or GED;
- At least two (2) years work experience in providing bus driving services to the public;
- Ability to speak and/or understand the Navajo language and familiarity with Navajo culture, customs and traditions;
- Ability to read and follow procedural plans with little supervision required;

- Must have high level organizational and planning skills;
- Must have effective communications skills;
- Must be able to work well with staff and students;
- Must meet all applicable State and Federal requirements for a CDL with air brakes and school bus endorsement;
- No DUI arrest or conviction within the past two years; no more than one DUI conviction in one's lifetime;
- Successful completion of all background checks (state, federal and Navajo Nation), fingerprint clearance requirements, and physical examinations and screenings;
- Submission of all required employment-related documents, including without limitation proof of eligibility to work in the U.S.A., applications, resumes, references, certifications and licenses, and forms free of false, misleading and/or incomplete information;
- Incumbents of this position are subject to random drug testing;
- Successful completion of all interviews, receiving an aggregate score of at least 80%;
- Any conditions or qualifications required by the employee's employment contract;
- Current certification in First Aid and CPR;
- Valid Arizona driver's license;
- Ability to obtain Food Handler Certification;
- Current Arizona and Navajo Nation motor vehicle driving record on file;
- Must submit a current GSA Form 3607;
- Must be insurable under WRHI's insurance policy;
- Applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last three employment positions.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year and pass the physical. Must be able to work in a sitting position for long periods of time and reach, bend, stoop and frequently lift up to fifty (50) pounds.

COMMITMENT AND DEPENDABILITY: Must be an integral member of a successful team and must be dedicated to the provision of the highest level of service to WRHI.

PERFORMANCE EXPECTATIONS:

TIME MANAGEMENT: Routine work with supervision provided by the Facility Supervisor.

PUBLIC CONTACT: Interacts primarily with employees and students;

RESPONSIBILITY: Must use own initiative and judgment in performing job. Responsible for keeping the buses in good working order and clean.

EVALUATION PROCEDURE: In accordance with provisions specified in Personnel Policy and Procedure.

SUPERVISION RECEIVED: Yes.

SUPERVISION GIVEN: Students.

CERTIFICATION

I have read and understand the foregoing Position Description. I had an opportunity to ask questions with regard to any and all statements contained in the Position Description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the Position Description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or WRHI policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____ **DATE:** _____
Bus Driver

REVIEWED BY: _____ **DATE:** _____
Homeliving Manager

REVIEWED BY: _____ **DATE:** _____
Homeliving Supervisor