

Title: **Bus Driver**
Schedule Terms: 10 months
Salary Classification: Non-Exempt

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Under the direct supervision of the Facility Supervisor and provided transportation services to 7th-12th grade students. Conducts inspection of the vehicles and informs supervisor of need for repairs, maintenance, etc. Informs students 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.

QUALIFICATIONS

EDUCATION, TRAINING & EXPERIENCE:

- **High school diploma or GED;**
- **CDL Required-** Must meet all applicable state and federal requirements for a CDL with air brakes and school bus endorsements.
- Completion of and above-satisfactory scores on all job interviews, demonstrating to the satisfaction of the interviewees and WRHI that the applicant can perform the essential functions of the job;
- Successful completion of and positive results from all background and reference checks, including positive employment references from authorized representatives of past and current employers demonstrating to the satisfaction of WRHI a record of satisfactory performance and that the applicant can perform the essential functions of the job;
- Successful completion of fingerprint clearance requirements, physical examinations, and other screenings indicating that the applicant is qualified to be employed by WRHI and demonstrating to the satisfaction of WRHI that the applicant can perform the essential functions of the job;
- Submission of all required employment-related documents, applications, resumes, references, and other required information free of false, misleading or incomplete information, as determined by WRHI;
- Minimum of one (1) year work experience in providing bus driving services to the public;
- Ability to read and follow procedural plans with little supervision required;
- Ability to communicate effectively and work well with staff and students;
- Must have effective communications skills;
- Must be able to work well with students, parents and staff;
- Computer literate with knowledge of different software applications, including MAXIMO, ADP, Microsoft Office, Internet Explorer, etc.
- Comply with 25 CFR Part 36 requirements and training.
- Knowledge of Navajo and other American Indian Cultures.
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Valid government issued driver's license required.
- Must be fully vaccinated and provide Covid vaccination verification.

DUTIES AND RESPONSIBILITIES:

- 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;
- Performed scheduled transportation for students and as needed;
- Perform inspection (pre-inspection and post-inspection), basic maintenance of vehicles on a regular basis.
- Strong organizational skills with the ability to multi-task.
- Make independent sound decisions on a daily basis.
- Maintain good and timely attendance.

- Maybe required to work overtime and weekends.
- Notify supervisor of any safety violations of vehicles that require attention;
- Conduct bus evacuation annually;
- Post and maintain bus rules;
- Complete annual bus run.
- Schedule vehicle maintenance: GSA and WRHI owned.
- Attend staff meetings and training;
- Assist in preparing for annual inspections, reauthorization, audits, etc.
- Assist Facility Supervisor fire drills, bus evacuation drills, dormitory lockdowns, etc.

- Grounds keeping maintenance.
- 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;
- Knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Knowledge of 25 CFR Part 36 Minimum Academic Standards for Basic Education of Indian Children and National Criteria for Dormitory Situation
- Knowledge of P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act**;
- Knowledge of P.L. 101-647, **Crime Control Act of 1990**;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year. 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.

EVALUATION PROCEDURE: In accordance with provisions specified in personnel policy and procedure.

SUPERVISION RECEIVED: Facility Supervisor.

SUPERVISION GIVEN: None.

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 Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination.

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

REVIEWED BY: _____ **DATE:** _____
Facility Supervisor

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