

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;**
- Minimum of one (1) year work experience in providing bus driving services to the public;
- 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 (2) years; no more than one DUI conviction in one's lifetime;
- Current certification in First Aid and CPR;
- 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;
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Must be knowledgeable and familiar with the Navajo language, culture, customs and traditions;
- Valid Government issued Driver's License.

### **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;
- Notify supervisor of any safety violations of vehicles that require attention;
- Conduct bus evacuation annually;
- Post and maintain bus rules;
- 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;
- 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.

**WINSLOW RESIDENTIAL HALL, INC.**

**POSITION DESCRIPTION**

**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