



Haak'u Community Academy

P.O. Box 545, Acoma, NM 87034 ■ 505-552-6077

VACANCY ANNOUNCEMENT

Job Title: Bus Driver

Pay Range: \$14.50-16.00/Hour non-exempt

OPENING DATE: March 8, 2024

CLOSING DATE: OPEN UNTIL FILLED

Position Purpose: The School Bus Driver is in charge of providing safe transport for school children based on a schedule and route. Their duties include helping students board the bus, learning which students take their route and planning around traffic during trips. The School Bus Driver interacts daily with children and serves as their trusted transportation to and from school.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Transport children and other passengers to and from school
- Obey all traffic laws
- Attend safety meetings as required
- Maintain a clean and mechanically sound bus at all times
- Ensure the safety of all students
- Verify permissions for children who ride home with friends
- Assist students with getting on and off the bus as needed
- Perform inspections of the bus before and after each route
- Other duties as assigned

MINIMUM QUALIFICATIONS

Mandatory
Knowledge, Skills,
Abilities and Other
Qualifications:

- Commercial driver's license
- One or more years of experience
- Clean driving record with no at-fault accidents or traffic citations within the last five years
- Two or more years of experience working with children preferred
- Ability to carry out assigned route on time

PREFERRED QUALIFICATIONS

- Keres speaking
- Three years' experience in a school setting
- Effective communication skills, both verbal and written
- Flexibility, organization, decision making and problem-solving skills.
- Ability to maintain positive relationships with students, parents, community members and staff

WORK ENVIRONMENT

Work environment: The work environment characteristics described here are representative of those a Bus Driver will endure during working conditions exist, and the noise level in the work environment can vary from low to moderate.

Physical demands: The physical demands described here are representative of those that must be met by an Elementary Teacher to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, stoop, kneel, crouch, crawl, talk and hear. There may be periods of sitting, standing, walking, keyboarding, reading, as well as driving or riding in transport vehicles with groups of students. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with students, coworkers, parents and community members.

INDIAN PREFERENCE

The Pueblo of Acoma Department of Education has implemented an Indian Preference Policy. It is the policy give preference to any qualified person who is an enrolled member of a federally recognized Tribe. The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma Department of Education shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.

Background investigation:

Insurability
Check:

This position is subject to a criminal history background check, a suitability background check and/or a FairCredit Reporting Act (FCRA) check. In addition, the position is subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Current valid Driver's License. Candidates must be insurable through the school's Automotive Insurance Carrier to qualify for this position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

To apply, email the Department of Education human resources at hr@haakuca.org. All applications will be given consideration, however not all applicants will be called for an interview or contacted. Haak'u Community Academy is a drug free workplace.