

**LAGUNA DEPARTMENT OF EDUCATION**  
**HR DEPT., P.O. BOX 207, LAGUNA, NM 87026**

**POSITION OPENING**  
**INTERNAL/EXTERNAL NOTICE**

**POSITION:** **SUBSTITUTE BUS DRIVER**

**POSTED:** **9/07/2022**

**LAST DATE TO APPLY:** **OPEN UNTIL FILLED**

**LOCATION:** **DISTRICT WIDE**

**WHO TO CONTACT:** **LDOE Human Resources**  
**(505) 552-6008**  
**humanresources@lagunaed.net**

**QUALIFICATIONS:** **HS Diploma or equivalent. Be eligible for a CDL Driver's License. Must pass a pre-employment drug/alcohol and background check.**

**SALARY:** **\$25.00/\$20.00 per hour**

*Applicants are encouraged to submit a letter of interest, a current resume, and an up-to-date application. Application can be accessed at: [www.lagunaed.net](http://www.lagunaed.net). Click on employment opportunities for an application and instructions.*

For information on applying for any position contact:

**Human Resources**  
**(505) 552-6008 ext. 1002**  
**Fax (505) 552-6398**

**Email: [humanresources@lagunaed.net](mailto:humanresources@lagunaed.net)**

*Conditions of Employment: Able to comply with the immigration Reform and Control Act of 1986; obtain a successful Criminal History Background Check. Laguna-Native American Preference.*

*The Laguna Department of Education is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, handicap, or military status in compliance with federal and state laws.*

## Pueblo of Laguna -- Department of Education

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### Job Description

**Job Title:** School Bus Driver  
**Department:** Laguna Middle School/Head Start Program  
**Reports To:** Principal/Head Start Director or Transportation Coordinator  
**FLSA Status:** Non-Exempt – School Year

#### SUMMARY

Under direction of the DEC Director, LES/LMS Principal, and/or Transportation Coordinator the school bus driver provides safe bus transportation of Head Start and/or Laguna Elementary/Middle School children. The driver assures that each child is picked up and delivered on schedule and maintains orderly conduct on the bus. The driver follows proper procedures for operating the school bus, including performing the daily pre and post bus and equipment inspections. The bus driver completes all required reports for the LES/LMS and Head Start administration. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Transports children to and from the Elementary, Middle School(s) and/or Head Start centers.
- Performs a complete visual pre and post trip safety inspection of each bus driven on a daily basis.
- Operates the bus safely and efficiently according to state regulations.
- Maintains orderly conduct of the children/students.
- Provides safety for children/students while on the bus and when loading and unloading.
- Reports any needed repairs, and delivers bus to repair site.
- Keeps interior of bus clean daily, and exterior as needed.
- Records mileage and gas.
- Prepares and completes all required reports for the LES, LMS or Head Start Administration.
- Maintains good public relations with children, staff, parents and community.
- Assures first aid kit is fully stocked and accessible at all times.
- Assures prescribed bus route is followed and that children are released to authorized persons.
- Supervises the bus rider/monitor, if such position is assigned.
- Holds safety as a number one priority and demonstrates responsible behavior at all times.

#### MINOR RESPONSIBILITIES:

- Attends, participates and completes all training activities as required.
- Other duties as requested.

#### COMMUNICATION REQUIREMENTS:

- Frequent in-person contact with children, parents, volunteers, and other elementary, middle school or Head Start staff regarding transportation issues.
- Daily contact with transportation coordinator regarding transportation issues such as scheduling, bus routes, maintenance/repair needs, etc.
- Occasional phone and in-person contact with bus maintenance crews regarding scheduled maintenance and repairs.

## **SUPERVISORY RESPONSIBILITIES**

May supervise bus monitor/rider.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Minimum high school diploma, GED or equivalent; or demonstrated basic literacy and math skills. Experience in a commercial or school environment in the operation of vans, school buses, or larger vehicles.

## **SKILLS and ABILITIES REQUIRED**

- Must be qualified to operate school buses in accordance with state law and the rules and regulations of the Department of Education.
- Ability to exercise good judgement with regard to children's safety, children/student behavior, and interaction with parents.
- Ability to maintain schedules while meeting individual needs of children and families.
- Valid Commercial Driver's License and driving record free of any moving violations within the last five years.
- Ability to pass annual school bus driver medical exam. Ability and willingness to comply with physical/health and safety standards for all required tasks.
- Ability and willingness to comply with all drug and alcohol screening and standards.
- Ability to work and communicate effectively with students, parents, and co-workers.
- Must be able to maintain a professional, customer service-oriented attitude at all times.

## **COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS**

None.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid and Current New Mexico Commercial Driver's License.

First Aid and CPR certification a plus

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must have the physical strength and coordination adequate to drive assigned school bus; must have the ability to visually assess driving and weather conditions, and to administer safety inspection of vehicle. Frequent lifting of up to 50 pounds; occasional bending and stooping.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will drive school buses of various sizes and carrying a varying number of individuals, including children and adults. Rural conditions require driving on a variety road surfaces, which may include roads ranging from interstate highways to unimproved surfaces. Employee will be required to drive in all weather conditions, excepting times of school delays or cancellation due to inclement weather. The noise level in the work environment is moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*