



## **HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE**

**JOB TITLE:** Bus Driver  
**DEPARTMENT:** Head Start  
**CLASS:** Regular, Part Time – 36 Hr. per week.  
**SALARY:** D.O.E  
**OPENING:** September 14, 2011  
**CLOSING:** September 23, 2011

**SUMMARY OF JOB DUTIES:** The Bus Driver will be responsible for the safe transportation of children, parents, and staff. The Bus Driver is also responsible for vehicle maintenance and reporting.

**ESSENTIAL JOB FUNCTIONS:**

- Safely transport Head Start children, Staff, Chaperones, and parents to and from planned Head Start activities.
- Mandatory reporter of all incidents of child abuse and neglect.
- Maintain open communication with children, parents, and staff.
- Contributes to child's learning by actively communicating and interacting with all children at all times to promote language and literacy.
- Plan and implement regular bus evacuation drills and provide training.
- Know necessary protocols in transporting children with special needs.
- Complete monthly reporting and maintain fuel and servicing records.
- Clean bus and all program vehicles on a regular basis.
- Supervises the loading and unloading of Head Start enrolled children along with the bus aide.
- Attends all staff meetings, planning sessions and other related workshops.
- Complete inspections on bus and all program vehicles on a regular basis.
- Attend in-service and training.
- Maintain confidentiality.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D. Equivalent;
- Strong communication skills;
- Valid Commercial Driver's License (CDL) and must pass a MVR check;
- Submit to and pass required Local, State, and Federal Background Checks;
- Submit to and pass annual Physical Examination and TB Test.
- Submit to and pass a pre-employment drug/alcohol screening.
- Must be willing to work beyond regular hours as necessary.
- Must be able to follow directions and work with others.

**HOW TO APPLY:**

Submit a completed Employment Application to: Human Resources Department, P.O. Box 179, Peach Springs, AZ 86434, fax (928) 769- 1191, or call (928) 729-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Pubic Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities**