

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DOE8199513

Date Posted: 06/08/09

POSITION NO: 945089

Closing Date: 06/19/09

CLASS CODE: 4145

POSITION TITLE: HEAD START BUS DRIVER \*

DEPARTMENT NAME: Div of Dine Education - Dept of Head Start/Shiprock Agency

DEPARTMENT NO: 819 WORKSITE LOCATION: Nageezi Center - Nageezi, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N580A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 7am-3pm

Temporary:

Duration: 9 Months \$ \_\_\_\_\_ Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.55 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Drive bus to transport nine to twenty-five passengers to specified locations; comply with traffic regulations; perform daily routine bus inspections, maintenance and repairs; report delays in accidents; maintain trip log by recording travel, fuel and maintenance expenses; maintain discipline, safety and comfort of passengers; direct loading and unloading of passengers; may conduct and participate in bus safety drills and presentations; attend meetings, prepare and submit required reports; may be required to participate in classroom instructions, provide assistance in the supervision of children and assist with the preparation of meals based on Head Start program guidelines.

**QUALIFICATION REQUIREMENTS:**

**Minimum Qualifications:**

Must have a Commercial Drivers License.

**PREFERRED:** Class C with PS or S Endorsement Must submit copy of CDL License

**Special Knowledge, Skills and Abilities:**

Knowledge of the methods, practices, tools, equipment, and materials used in the operation and maintenance of automotive vehicles; knowledge of the occupational hazards and safety precautions necessary to minimize injury to passengers or damage to equipment; knowledge of traffic codes and regulations; ability to locate the cause of vehicle malfunctions; ability to understand and communicate in both English and Navajo languages. Work requires lifting up to 50 lbs, and caring and working with young children.

**License/Certification Requirements:**

**Must pass a criminal background investigation, fingerprinting, employee assessment and a physical examination prior to employment.** Within 90 days of employment must obtain a Bus Drivers Certificate, a Navajo Nation Vehicle Operator's Permit, a current Cardiopulmonary Resuscitation (CPR) Certificate, a First Aid Certification and Food Handler's Permit.

**\* UNION POSITION**

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

*Revised: 1-15-99*