



## PUEBLO OF ISLETA POSITION DESCRIPTION

**POSITION:** Bus Driver  
**PAY GRADE:** NE4  
**FLSA STATUS:** Non-Exempt  
**DEPARTMENT:** Isleta Elementary School  
**REPORTS TO:** Principal/EPA

**JOB PURPOSE:** Provides bus transportation services to elementary age students to and from school on regularly established schedules and routes.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### **JOB DUTIES:**

- Drives a school-owned bus, providing safe and efficient transportation to students.
- Performs routine vehicle inspection and maintenance including but not limited to checking the oil and fuel levels, brakes, lights, windshield wipers, and maintaining proper tire pressures on a regular basis.
- Provides safe, reliable, and efficient transportation for children to and from the Pueblo of Isleta Elementary School on a regularly scheduled basis.
- Transports students on planned field trips.
- Supervises students while transporting to ensure safety.
- May be required to pick up supplies or special items; transport students and adults on field trips as needed.
- Completes preventive maintenance records, accident reports and mileage logs.
- Ensures bus is empty of students before leaving shift.
- Drives bus in all weather conditions.
- Works various shifts to include early mornings, late afternoons, and occasional weekends.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Current Commercial Driver's License with Class B, School Bus and Passenger Endorsements.
- Experience with driving a bus preferred.
- Tiwa speaking preferred.
- CPR and First Aid Certifications or must obtain within 90 days of employment.
- Must be able to pass a TB screening.



- Valid New Mexico commercial driver's license with a passenger ("P") and a school bus ("S") endorsement.
- Must be able to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

#### **KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of rules of the road and road signage.
- Knowledge of federal, state and local driver and passenger service regulations.
- Knowledge of the pueblo community, surrounding areas, and the City of Albuquerque.
- Skill in displaying mature, patient, and understanding behavior.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to drive safely and efficiently.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to understand and follow oral and written instruction.
- Ability to use effective communication skills, both verbal and written, and provide reports as needed.

#### **PHYSICAL DEMANDS:**

- Stoops, kneels, bends, etc. in order to get down to a child's level.
- Requires the ability to sit for up to 6 hours per day; use of back, arms, hands, and legs to operate bus.
- Specific vision abilities include close vision, distance vision, peripheral vision, and ability to adjust focus.
- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of 50 lbs.

#### **WORK ENVIRONMENT:**

- Work is performed indoors, outdoors, and in a bus environment with a high noise level.
- Exposure to exhaust and gas fumes may occur when driving or monitoring the buses or vans.
- Exposure to unpleasant odors, hazardous material and infectious disease.
- Travel within and outside of the pueblo area is required.

#### **PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.



**EMPLOYEE'S CERTIFICATION:**

I acknowledge receipt of this job description and my supervisor has discussed it with me.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date