



EMPLOYMENT OPPORTUNITIES

Job Title: Bus Driver/Maintenance

Closing Date: 12/06/2024

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 25-038-2

Job Type: Full-Time Regular

Department: Tribal Education Department/Head Start Program

City: Sacaton, AZ

Location: 112 W. Seed Farm Rd. (District 3 Head Start Center)

Area of Interest: Education

Salary/ Hourly Rate: \$15.86 - \$19.61 Hourly

Tribal Driving Permit Required: Yes

Year Round Position (No Contract)

DISTINGUISHING FEATURES OF THE CLASS:

The Bus Driver/Maintenance provides safe transportation services for and assists with children's supervision on and off the bus for the Head Start Program of the Gila River Indian Community.

ESSENTIAL FUNCTIONS:

- Transport children ages from 0 to 5 years old to and from the centers on a daily basis and other GRIC programs when required; transport students, staff, and/or parents to planned educational field trips, parent meetings and other activities related to the program.
- Assure the bus is maintained and serviced on a regular maintenance schedule and that the bus is cleaned/washed bi-weekly or as required.
- Perform a daily Pre-Post safety maintenance check of vehicle to ensure tires, lights, wipers, etc. are in safe operating condition.
- Assist in supervising children during educational field trips on and off the bus.
- Maintain and submit on a weekly mileage logs, pre/post inspection reports, and fuel/service records.
- Perform minor repairs/maintenance of activity buses and buildings at center sites.
- Submit repair orders for vehicles and buses to Center Supervisor.
- Implement planned transportation education with the teaching staff and Transportation Coordinator.
- Assist in planning and implementing of fire evacuations.
- Attend scheduled monthly Bus Driver meetings.
- Attend parent meetings and other functions related to the operation of the center.
- Perform scheduled bus evacuations and safety awareness for children, staff and families.
- Assists in minor repairs and painting of classrooms during school breaks.
- Assist with assembling and maintaining classroom furniture, bulletin boards and organizing storage areas.
- Assist in stripping and waxing of classrooms during summer break.
- Assist in the cultivation of fruits, vegetables, and traditional plants.
- Assist in the classrooms if necessary.
- Perform other related duties as required.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Working knowledge of first aid procedures.
- Working knowledge of basic automotive and building maintenance skills.
- Working knowledge of basic hand and garden tools.
- Basic computer knowledge.
- Ability to present training and information to children, staff, and Head Start families.
- Ability to have common knowledge of assembling and maintaining furniture and shelving.
- Ability to attend staff meetings, planning meetings and workshops.
- Ability to lift a minimum of 50 lbs.
- Ability to establish and maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EXPERIENCE AND TRAINING:

High School Diploma or GED and six (6) months of driving transportation vehicles or closely related experience.

ADDITIONAL REQUIREMENT:

- Current Commercial Driver's License (CDL) with both Passenger and School Bus endorsements from the Motor Vehicle Division of the Arizona Department of Transportation and must maintain throughout the course of employment, or will be required to obtain within 6 months of employment.
- Current Food Handler Certification (i.e., GRIC, ServSafe, etc.) or obtain within 60 days of employment.
- Must pass an Initial Health Examination and a TB skin test; provide proof/results, including updated immunization records prior to hire date.
- Maintain current CPR & First Aid Certification or obtain certification within 60 days of employment
- **Copy of current Arizona Fingerprint Clearance Card must be provided when applying for this position.**
- Arizona School Bus Driver Certification must be obtained within one (1) year of employment.
- Required mandatory reporter pursuant to Title 7, Chapter 2 (7.205), B.
- Required to attend Title 7 Mandatory Reporting training on a yearly basis.
- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment. (Background checks are required for positions that involve regular contact with or control over Community Children in accordance with *The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63* and positions that have regular contact with the Elderly.)
- Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Non-Supervisory, Hourly Position
Reports to Director or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

Visit our GRIC website and apply online: www.gilariver.org