MESCALERO APACHE TRIBE
JOB ANNOUNCEMENT

Position Title:	**(1 PT) Transportation Bus Driver**	
Department:	**Head Start Program**	
Employment Status:	**Non-Exempt, Part-time**	**Grade: NE7**
Opening date:	**October 19, 2026**	**Closing date: Open until filled**

Job Summary

Responsible for the safety and maintenance of program assigned buses and the safe transportation of all Head Start Children.

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.

Duties and Responsibilities

- Will follow service plan pertaining to emergency bus evacuation, use of seat belts, rules for bus, bus maintenance, emergency supplies and any other safety rules in order to meet Standards.
- Will maintain a tracking sheet to monitor the bus maintenance, safety checks, sanitary condition, emergency procedures and current list of children with their location.
- Assists in creating an Apache Cultural climate within the Head Start Program.
- Responsible to ensure yearly bus inspections by a certified inspector, but must also maintaining routine inspections of the bus oil, fuel, lubrication, inspection of air brakes, and cleaning on regular basis.
- Will abide by the Head Start Program schedule of time to pick up and deliver children.
- Will be considered part-time bus driver and required to work a minimum of 24 hours per week and an individual hourly schedule may be assigned.
- Will need to work more hours during field trips, meetings.
- Needs to use appropriate judgment about needed repair and must make arrangement through proper channels to keep the bus in the best working condition.
- Documents and submits any concerns immediately to supervisor.
- Will supervise the bus assistant and be familiar with duties of bus assistant.
- Will be aware and communicate to bus assistant any information concerning special needs children or any children with chronic conditions such as allergies, asthma, etc.
- May be assigned to either site or work at both sites.
- Performs other duties as assigned.

Minimum Qualifications

- **Must be 18 years of age or older.**
- **Must have a High School Diploma or GED.**
- **Must have valid New Mexico CDL School Bus License.**
- Bilingual English/Apache preferred.
- Must be in good physical and emotional health to perform the duties necessary.
- Must be willing to grow professionally.
- CPR and First Aid Certified preferred.
- Food Handler Certified preferred.
- Must be able to pass a physical exam within 45 days of hire.

- Must be willing to work occasional evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen, background investigation and have a negative Tuberculosis.
- **MAHSP is a mandatory covid vaccine employer. All employees are required to be fully vaccinated as a condition of employment.**

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of principles and practices of early childhood development and care.
- Knowledge of applicable federal, state, county, and local laws, regulations, and requirements.
- Knowledge of community resources.
- Knowledge of records management procedures.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in displaying mature, patient, and understanding behavior.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparing reports and correspondence.
- Ability to use excellent communication skills with especially good listening skills.
- Ability to respond to and remain claim in an emergency or crisis situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to work professionally and cooperatively with staff, parents, and community members
- Ability to maintain confidentiality.

Physical Demands

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; use foot controls to drive; reach with hands and arms; climb; bend, stoop, and kneel; and talk and hear. The employee must be physically able to perform and demonstrate emergency evacuation procedures. The employee must be able to communicate orally and hear on a two-way radio with transportation dispatch and emergency services while the bus is in motion. Employee must be able to communicate effectively and positively with parents, students, staff and co-workers. This includes the pushing/pulling of up to 50 pounds. In addition, have the ability to use emergency exits at any location on the bus. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision, and peripheral vision. The employee occasionally is required to climb or balance; and smell. The employee occasionally lifts children.

Work Environment:

Work is generally performed on a school bus, in an office, childcare center, classroom environment, home environment and outdoors with high noise level. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and traffic. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. Exposure to bodily fluids, urine, or feces of babies or infants and small children. Exposure to unpleasant odors and infectious disease. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.