

# NORTHERN CHEYENNE TRIBAL SCHOOL BUS DRIVER JOB ADVERTISEMENT

**POSITION:** Bus Driver

**WORKSTATION:** Transportation Dept.

**SUPERVISOR:** Transportation Director

**OPENING DATE:** July 16, 2018    **CLOSING DATE:** Open Until Filled

**HOW TO APPLY:** Submit completed NCTS application, current resume, and three (3) letters of recommendation (dated within one year) to Northern Cheyenne Tribal School Human Resource, Box 150 Busby Mt. 59016.

## **DEFINITION**

Under general supervision to safely transport students of all grade levels including pre-school, to and from school, field trips, athletic activities and other special trips; and to perform related work as required.

## **EXAMPLES OF DUTIES**

- Drive a school bus over an assigned route in accordance with time schedule.
- Transports SDC, physically handicapped, and other Special Education students to designated points within the District and the County, based on students needs.
- Transport students, staff and chaperones on field trips, athletic activities and other special trips.
- Enforces District Policy and Procedures and maintains discipline on the bus.
- Performs a daily bus inspection, completes daily vehicle condition report, and prepares daily reports of mileage, time and student loads.
- Maintains bus cleanliness and fluids levels on a daily basis.

## **QUALIFICATIONS GUIDE:**

### **License Requirements:**

- Valid Montana Commercial Driver's License, Class B, with Passenger Endorsement.
- Current Montana Special Driver Certificate, valid for driving school buses.
- Current DMV approved Medical Certificate.
- Current DOE approved First Aid card, if applicable (i.e. restriction 6 on Special Driver Certificate).

**Knowledge of:**

- Montana State Rules and Regulation pertaining to school busing.
- Montana Motor Vehicle Code.
- Montana Highway Patrol
- Department of Education First Aid Manual for School Bus Drivers
- Geography of the School District and adjoining areas.

**Ability to:**

- Implement assertive discipline behavior modification program.
- Effectively work with students, parents, and school personnel.
- Read maps, follow routes use two-way radio, understand and carry out oral and written instructions.
- Safely operate all District buses including wheel chair lift equipped bus, with tie downs.

**TRAINING AND EXPERIENCE:**

Montana State mandated School Bus Driving Training Course received from DOE Certified Driver Training.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT::**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

**COMMENTS:**

- Requires the ability to enter and exit a bus to load and assist students.
- Ability to evacuate a bus in an emergency situation
- Ability to tie down wheelchairs, assist students in wheelchairs on the ramp lift.

