

The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION
P.O. Box 306
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT
Phone: (208) 478-3856/(208) 478-3857
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JOB ANNOUNCEMENT

TITLE: BUS DRIVER

DEPARTMENT: SHOSHONE-BANNOCK SCHOOL DISTRICT #537

SALARY: G9/S1 \$16.27

OPENS: August 30, 2021

CLOSES: September 10, 2021

CAREER STATUS: NON-EXEMPT - CONDITIONAL UPON SUCCESSFUL PROBATIONARY EVALUATION & BUDGET APPROPRIATIONS

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.

GENERAL STATEMENT

Provides transportation to the Sho-Ban Jr./Sr. High School students. Responsible for the safe transfer of students to and from school, and on occasional trips for activities.

SUPERVISION

The Bus Driver will be under the direct supervision and evaluated by the Lead Bus Driver.

DUTIES AND RESPONSIBILITIES

Drive the bus for project student activities, as needed.

Assist in the maintenance of school buses and vehicles as needed.

Drive bus or other school vehicle(s) to provide transportation for parent volunteer programs as needed.

Provide assistance for communications between the school and home.

Obeys all traffic laws.

BUS DRIVER

Observes all mandatory safety regulations for school busses.

Maintains discipline when students are on the bus.

Reports undisciplined students to the proper authority.

Keeps assigned bus clean.

Keeps to assigned schedule.

Performs pre-trip inspection each day prior to first operation.

Advises transportation supervisor of any bus operational defect that would affect safety or time schedule.

Discharges students only at authorized bus stops.

Exercises responsible leadership when on out-of-district school trips.

Transports only authorized students, teachers, patrons, or advisors.

Reports all accidents and completes required reports.

Enforces regulations against smoking, drinking, and eating on the bus.

Assumes such other tasks as may be assigned by the immediate supervisor.

Reports students who have received written citations to transportation supervisor or designee.

Expected to attend all driver training sessions offered by District or make arrangements to attend a supplemental session by attending a driver training session offered by an adjacent district or be willing to perform alternate assignment given by transportation supervisor.

Prepares a route map and stop list each year for regular route. Keeps copies on bus and current at all times, and furnishes copy of each to immediate supervisor.

Maintain "Bus Rules" posted within your bus for students observation.

Must be able to adapt quickly to change(s).

Projects a professional attitude and appearance.

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

Conducts self with a professional mannerism that will bring credit to the Tribal Government.

Performance Standard shall include but not be limited to:

- Ability to maintain dependable attendance and reliability
- Efficient use of public skills to provide quality customer service
- Ability to establish and maintain effective working relationship with staff

BUS DRIVER

Ability to work independently with little supervision
Demonstrated knowledge of practices and procedures utilized in environment

Duties and responsibilities will include other activities and areas as needed to carry out position functions.

QUALIFICATIONS

High School Diploma or GED

Valid Idaho Driver's license CDL Class B with P and S endorsements

Two years of successful driving experience with a good driving record, preferred. Possess no more than two moving violations at any one time.

Be able to pass a Department of Transportation (DOT) physical examination as required (once a year before school).

Sobriety record of 2 years or more. Must submit two (2) letters of support.

Demonstrate aptitude or competence for assigned responsibility.

Willing to work with students and parents to carry out the school's philosophy and goals.

Possess a personality that is compatible with the school setting and activities.

Pass a background check according to the provisions of the "Indian Child Protection and Family Violence Act".

Pass the medical physical examination and annual physical exam.

Pass a pre-employment alcohol and drug screen.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual Section 1260.

Applicants with knowledge of the Privacy and Freedom of Information Act and other laws applicable to the position are preferred.

IMPORTANT APPLICATION CRITERIA

Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.

Applicants not living in the local area may submit a cover letter, resume, and supporting documents in lieu of an application as an initial statement of interest for a particular job announcement. However, the applicant must follow-up with an official tribal application.

Telephone calls are not accepted in place of an employment application or letter of interest.

When the position qualifications requires a driver's license, education, or professional credentials, the applicant must submit copies of certificates, licenses, official college transcripts from an accredited college

BUS DRIVER

listing degrees earned and other supporting documentation that verifies required qualifications. Applicants who do not provide supporting documents will be disqualified.

Applicants who have a current application on file are required to submit a letter of interest for each position in which they want to be considered for. The letter should address how they meet each qualification. Supporting documents must also be submitted.

Veterans who have met the minimum qualifications and who provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.

To verify Indian Preference Shoshone-Bannock Tribal member applicants must provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood from their tribal enrollment office or from the Bureau of Indian Affairs.

Pre-employment applicants being considered for employment or a political appointment, must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Shoshone-Bannock Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 90 days thereafter per the Shoshone-Bannock Tribes Substance Abuse Policy, Resolution PRSL-05-0732.

The Shoshone-Bannock Tribes will conduct a criminal and employment background check on new employees to ensure suitability for the position applied to. A Favorable Background Adjudication must be received prior to beginning employment.

A **completed** Tribal Employment application must be submitted to the Shoshone-Bannock Tribes, Personnel Department, P.O. Box 306, Fort Hall, ID 83203. Applications are accepted until **5 p.m.** on the closing date.

BUS DRIVER