



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 Mohave Road

Parker, Arizona 85344

Telephone (928) 669-1320 * Fax (928) 669-5263

VACANCY ANNOUNCEMENT

January 23, 2020

#10-20

Department: Head Start Program

Position: Bus Driver/Maintenance Non-Exempt

Reports To: Child/Mental Health & Facility/Transportation Coordinator

Salary: D.O.E.

Duties & Functions:

1. The safe operation and upkeep of assigned bus or vehicle.
2. Transport of children and parents for regular bus runs and other Program activities.
3. Submits monthly reports to Lead Bus Driver/Maintenance.
4. Performs maintenance and repair of toys, furniture, and buildings as assigned.
5. Performs grounds maintenance as assigned.
6. Performs janitorial duties as assigned.
7. Other duties may be assigned at the discretion of the Child/Mental Health & Facility/Transportation Coordinator or designee to fulfill the Department's needs, objectives and/or goals.
8. Follow established Tribal policies and those outlined in the Colorado River Indian Tribes Employee Handbook.

Required Skills and Abilities:

1. Operates and maintains buses and other Program vehicles as assigned.
2. Transports children and parents from AM & PM runs, field trips and other Program activities as assigned following Transportation policies, laws and Guidelines.
3. Transports children with disabilities as assigned.
4. Maintains bus roster and checks board and sign out lists for schedule changes.
5. Maintains daily log/records as directed.
6. Attends all staff meetings and required trainings.
7. Assists the bus monitor in gathering the children for departure on the daily bus runs.
8. Makes sure all children and adults obey all the safety rules while riding the bus and redirects children in a positive, professional manner, and works with the bus monitor to ensure a safe atmosphere on the bus.
9. Reports all malfunctioning vehicles to immediate supervisor.



10. Performs grounds maintenance duties such as mowing, watering, and weeding lawns, trimming trees, and any other such tasks necessary for a safe and healthy environment for children, parents, staff and visitors.
11. Helps set up facilities for Head Start activities such as Transition Awards Ceremony, meetings, etc.
12. Performs minor electrical and plumbing repairs of Head Start facility.
13. Performs minor repairs of Head Start playground equipment and other play equipment.
14. Assists the teaching staff in supervising the children while on field trips and as assigned.
15. Work experience in carpentry, electrical, plumbing, janitorial, grounds maintenance.
16. Maintains a cooperative, friendly, and responsible attitude.
17. Maintain punctual and dependable work attendance.
18. Maintain strict confidentiality.
19. Knowledge of and appreciation for minority cultures and persons from low income families.
20. Demonstrated ability to work effectively as a team member.
21. Ability to communicate in a positive tone.
22. Possess a positive work attitude and assist when needed.
23. Sincere interest in children and parents and their needs.
24. Ability to adapt to Federal and Tribal mandates.

Education & Experience Requirements:

1. High School Diploma or G.E.D.
2. Must possess a current valid driver's license throughout employment.
3. CDL (Commercial Driver's License).
4. Arizona School Bus Driver Card.
5. Must have a valid First Aid/CPR card or ability to obtain within 90 days of probationary period and must remain current.
6. Must have a valid CRIT Food Handler's Card or ability to obtain within 90 days of probationary period and must remain current.

Physical Requirement:

1. Must pass a pre-employment drug test.
2. Annual physical exam and TB skin test.
3. Obtain Hepatitis A & B immunization.
4. Physically able to perform duties assigned.
5. Occasionally work extended shifts as assigned.
6. Reliable transportation.
7. Able to pass a criminal background check as required by tribal, local and federal law.

Tribal and Indian Preference:

The Colorado River Indian Tribes has implemented a Tribal / CRIT Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Colorado River Indian Tribes will be given primary preference in hiring and employment for this position. Let it be known that Tribal preference is integrated into the interview and scoring process for candidates for job positions.



OTHER:

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Background Investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Drug Screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing per the CRIT Employee's Handbook, Substance Abuse Policy.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

For Employment Application visit: <http://crit-nsn.gov>

Submit completed application to: **CRIT Human Resource Department**
26600 Mohave Road
Parker, Arizona 85344

APPLY:

COLORADO RIVER PREFERENCE:

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

C.R.I.T. Offers

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.

