



# JOB ANNOUNCEMENT

09/01/17



**POSITION TITLE:** Transporter  
**LOCATION:** Tribal Empowerment Department  
**POSITION TYPE:** Non-Exempt / Full-Time  
**SALARY RANGE:** \$9.32 - \$13.98 per hour  
**REPORTS TO:** Assistant Director  
**CLOSING DATE:** Until Filled

## POSITION SUMMARY:

Responsible for operating vehicle and/or school bus to transport children and other authorized personnel safely and efficiently over specified routes to and from schools and various locations. Duties include but are not limited to conducting pre-trip inspections of vehicle or bus to ensure operating systems such as brakes, horn, lights, and emergency flashers are functional; obeys all traffic laws and transportation practices as outlined in the CDL manual, Bus Driver Handbook, TX DOT and local ordinances; maintains safe environment by enforcing rules governing student conduct; conducts semi-annual bus evacuation drills as required by the TX DOT, and implements evacuations as required in an emergency to include safely exiting from the rear of the school bus; maintains record of vehicle mileage, fuel consumption, and maintenance performed; conducts post-trip inspections for to ensure that no one has been left on board; maintains transportation fleet and bus clean; ensures vehicle inspections and State endorsements are updated as needed.

## MINIMUM REQUIREMENTS:

1. High school diploma or its equivalent (GED);
2. Valid commercial driver's license (CDL) with bus driver endorsements P, S;
3. Three (3) years' experience driving a school bus;
4. First aid and CPR certification or ability to acquire within three months of hire;
5. Must be able to successfully pass a post offer drug screening and criminal history background check.

## KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of principles and methods for transporting people safely on road; excellent driving record in compliance within TXDOT and Tribal standards, excellent driving skills; ability to successfully complete the school safety bus driver training course; knowledge of procedures and federal/state laws governing the safe operation of a school bus; ability to accurately and quickly learn, local street and road systems; ability to recognize and report any unsafe act or condition; ability to understand and follow through on oral and written instructions; ability to inspect equipment, vehicle, and bus to identify problems or defects; ability to effectively interact with students, parents, and staff; excellent customer service skills, and ability to work independently and in a team setting.

## APPLICATION PROCEDURES:

Qualified candidates interested in applying may complete an application in the Tribal Administration Building located at 119 S. Old Pueblo Rd El Paso, TX 79907, apply online at [www.ysletadelsurpueblo.org](http://www.ysletadelsurpueblo.org) YDSP Careers page, submit résumé via fax to (915) 859-2988 or e-mail to [humanresources@ydsp-nsn.gov](mailto:humanresources@ydsp-nsn.gov).