



IN REPLY REFER TO

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Office of Indian Education Programs
Human Resources Office
P.O. Box 769
Albuquerque, New Mexico 87103

MAY 17 2006

Memorandum

To: All Education Line Officers
Principals
Program Managers/Supervisors
Business Managers/Technicians

From: BIE Human Resources Officer *Kay Hayes*

Subject: Excepted Qualification/Job Category Standard 39-01, School Bus Driver, 5703

Attached for your immediate use is the Excepted Qualification/Job Category Standard 39-01, School Bus Driver, 5703, approved in April 2006. This standard cancels and replaces the Job Category Standard 39A, School Bus Driver, 5703, approved April 22, 1997. The significant change is deletion of the automatic staffing differential, which is now covered by a separate procedure. The new standard applies immediately to all advancements, new contracts, and contract renewals.

If you have any questions, please contact Ms. Doris A. Willie, OIEP Human Resources Specialist, at (505) 563-5307, or Kay Hayes, OIEP Human Resources Officer, at (505) 563-5300.

Enclosure

Job Category: 5703
Excepted Qual. Standard: 39-01
Approved: April 2006
Authority: P.L. 95-561

Edward Paisa
Director, BIE

SCHOOL BUS DRIVER

CATEGORICAL PAY LEVEL:

Minimum Pay Level: 02
Maximum Pay Level: 02

DESCRIPTION OF WORK:

This job category includes positions that operate a school bus on assigned routes transporting students to and from school on regularly established schedules. In addition, they are required to transport students on field trips and to and from medical facilities as necessary. Drivers are responsible for the supervision of students and for assuring the safety of students while being transported. They may be required to perform other driving duties, including picking up supplies, transporting students and adults on town trips, and picking up special items needed by the school. Some of these driving tasks may include operation of carryalls, sedans, flatbed and pickup trucks. Drivers are required to perform daily vehicle maintenance checks, and clean buses on a regular basis. This includes performance of other scheduled maintenance and services on all school vehicles. Drivers typically are required to complete preventive maintenance records and accident reports as necessary. They may also be assigned on a regular or occasional basis other school related duties, including janitorial duties, clean-up of outside areas or buildings, or assisting in the classroom, school cafeteria or dormitories. May visit homes to collect or give student information from/to parents or guardians.

LEVEL OF RESPONSIBILITY:

Primary responsibility includes the operation of a school bus, and as required sedans, pickup trucks, and other motor vehicles. There are no passenger capacity limitations. Drivers receive assignments from the supervisor, deadlines to be met, and any special instructions. Drivers are responsible for the comfort and safe transport of students, enforcing the use of seat belts, and assuring that students behave in a safe and orderly manner. The driving proficiency is

assessed in terms of safe and expeditious completion of schedules and assignments.

POSITION TITLE:

Official title is *School Bus Driver*. Add the parenthetical title of Leader or Supervisor to the basic title for position that is assigned this responsibility

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

High school diploma or GED and a Commercial Drivers License (CDL) are required. Drivers must meet all applicable State and Federal requirements for CDL. No DWI arrest or conviction within the past two years; no more than one DWI conviction in one's lifetime. All applicants must demonstrate the ability to follow written and oral instructions.

CONDITIONS OF EMPLOYMENT:

A Commercial Driver's License (CDL) is an absolute requirement for these positions. A valid CDL must be maintained as a condition of employment; failure to do so will result in removal from these positions. In accordance with Department of Interior/Indian Affairs' Drug-Free Workplace Program all positions with CDL requirements are "Testing Designated Positions". Therefore, as a condition of employment, incumbents of these positions are subject to random drug testing.

An annual physical examination is required. Incumbents may be required to wear personal protective equipment as necessary.

(Note: Conditions of employment should be stated in the position description for these positions and identified as such.)

PHYSICAL REQUIREMENTS:

Drivers must be able to lift over 50 pounds and must be in excellent physical condition. Good vision and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. Good hand and foot coordination is required. In addition, incumbents must have mental and emotional stability.

Occasionally, incumbent may be required to travel for training purpose or attendance at meetings from the duty station.