



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Santa Rosa Day School
HC 01 Box 8400
Sells, Arizona 85634



VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: School Bus Driver, CY-5703-02, (3 Positions)

POSITION INFORMATION: School Year Contract (Full-Time Seasonal)

SALARY RANGE: \$18.26 TO \$25.94 per hour
(BIE Education Pay Schedule: based on education & experience)

LOCATION: Department of Interior, Bureau of Indian Education, Phoenix Education Resource Center, Santa Rosa Day School, Sells, Arizona

ANNOUNCEMENT NUMBER: AADD54H210-189-001 **ISSUING DATE:** 10/01/18
CLOSING DATE: 09/28/19

The Bureau of Indian Education's mission is to provide quality education opportunities from early childhood through life in accordance with the tribes' needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities.

JOIN US AS WE INSPIRE THE NEXT GENERATION!

STATEMENT OF DUTIES:

The incumbent of this position operates 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.

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE: This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

SUMMARY OF QUALIFICATIONS REQUIRED: Refer to BIE Education Position Categories and Qualifications Handbook for additional qualification requirements and substitutions for education. Applicants *must meet* the qualification requirements contained in the BIE Education Position Category.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS

A high school diploma or GED and a Commercial Driver's 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.

Must pass a physical exam prior to hire and have negative drug test results as condition of continued employment.

CONDITIONS OF EMPLOYMENT:

A Commercial Driver's License (CDL) is an absolute requirement for this position. 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.

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, applicants must have mental and emotional stability.

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

BASIS OF RATING: All applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected on the application. Applicants will be further evaluated according to the degree to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics as listed below. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough responses and to present information in a neat and orderly fashion. Qualifications and veteran's preference eligibility will be determined on the basis of information submitted.

SUITABILITY & CLEARANCE REQUIREMENTS:

A background security investigation is required. Appointment is subject to the successful completion of the security investigation and favorable adjudication. Failure to meet these requirements will be grounds for termination.

SPECIAL REFERENCE:

- You must be a U.S. citizen to qualify for this position.
- Applicant is subject to a favorable background investigation. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for equivalent to two (2) academic semesters, which may be extended.
- A Pre-Employment Physical Examination and Drug Test will be required.
- Physical Examination is required annually.
- The incumbent is required to drive a motor vehicle to conduct business at field locations. A valid State driver's license is required. All applicants MUST submit a current GSA Form 3607, Motor Vehicle Operator's License and Driving Record in order to receive consideration. Incumbent must possess a valid State Driver's License.
- All male applicants born after December 31, 1959, will be required to complete the certification document to confirm their selective service status.
- Government Housing IS available.
- Relocation Expenses WILL NOT be paid.

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

HOW TO APPLY: Applicants may file a resume. The resume must include Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary to ensure optimum consideration. The following forms listed with an * must be submitted in order to be considered for the position.

1. *Applicants may file a resume. **MUST CONTAIN:** Vacancy Announcement No., Job Title, Duties and accomplishments, Employer's name and address, supervisors name and phone number, starting and ending dates (month and year), hours per week, and salary. Complete names and telephone numbers of Employer references (must be within the past 5 years) and three (3) personal references. List people who are not related to you and who know you will on a personal basis and know your qualifications and fitness for the kind of job for which you applying.
2. *Copy of Valid Commercial Driver's License
3. Form BIA 4432, Verification of Indian Preference for Employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
4. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
5. Applicant Screening Questionnaire, Indian Child Protection Requirement Form, must contain original signature and date. This position is covered by P.L. 101-647, Indian Children Protection Requirements, and persons convicted of crimes enumerated in the law are not eligible for the position. Optional during the application process; however, selectees will be required to submit as part of the pre-appointment process
6. Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at: <https://www.gsa.gov/portal/forms/download/117026> , **(USE NONFILLABLE PDF VERSION)**. Optional during the application process; however, selectees will be required to submit as part of the pre-appointment process.

Applications become part of the official record and will not be duplicated or returned. This office will accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications. Applications mailed using Government postage and/or envelopes are in violation of OPM and Postal Regulations and will not be considered. E-mailed applications/resumes will NOT be accepted.

SCHOOL MAILING ADDRESS:

Attn: Santa Rosa Day School
J. Cindy Ahill, Business Technician
HC 01 Box 8400, Sells, Arizona 85634

FAX APPLICATIONS TO: (520) 361-3516

FOR ADDITIONAL INFORMATION:

CONTACT: J. Cindy Ahill, Business Technician

TELEPHONE: (520) 361-2276 X 4017

Applications and all accompanying documents must be received by the close of business (4:00 p.m. MST) on the closing date of the announcement.

For VERIFICATION of our receipt of your application-resume, please contact:

J. Cindy Ahill, Business Technician (520) 361-2276