



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Albuquerque Education Resource Center
San Felipe Pueblo Elementary School
P O Box 4343
San Felipe Pueblo Elementary School 87001



VACANCY ANNOUNCEMENT READVERTISEMENT

(Applicants who previously applied for this position do not need to re-apply)

POSITION TITLE & GRADE: School Bus Driver, CY-5703-02

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

SALARY RANGE: \$18.20 to 25.85 per hour
(BIE Education Pay Schedule: based on education & experience)

LOCATION: Department of Interior, Indian Affairs, Bureau of Indian Education
San Felipe Elementary School, San Felipe Pueblo, NM

ANNOUNCEMENT NUMBER: D20M01-19-203

ISSUING DATE: 09/03/2019

CLOSING DATE: 09/16/2019

CONSIDERATION AREA: Area Wide

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!

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. Indian.

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.

VETERANS EMPLOYMENT OPPORTUNITIES ACT: Veterans who are preference eligible or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

STATEMENT OF DUTIES:

The incumbent 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 assigned on a regular or occasional basis other school related duties, including janitorial duties, clean-up of outside areas of buildings, assisting in the classroom and assisting in school cafeteria.

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

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. An initial and annual physical examination is required. **THIS POSITION REQUIRES DRUG TESTING PRIOR TO INITIAL HIRE.**

PHYSICAL REQUIREMENTS:

Good distant vision in one eye 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 except that some positions may be suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

CONDITIONS OF EMPLOYMENT:

A Commercial Driver's License (CDL) with a Passenger (P) and School Bus (S) 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 "Test Designated Positions". Therefore, as a condition of employment, incumbents of these positions are subject to random drug testing.

BASIS OF RATING: Once the announcement has closed, 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 their resume. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough 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. Upon selection, selectee will be required to complete a Declaration for Federal Employment, OF-306. This is a Non-Critical, Moderate Risk Position subject to a favorable adjudicated background investigation.
- Subject to probationary period for three full consecutive contract appointments or Subject to probationary period for equivalent to two (2) academic semesters, which may be extended.
- 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 NOT 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 Veteran Preference determination, Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

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. Emailed applications/resumes will NOT be accepted.

HOW TO APPLY: Applicants must 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. *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 three (3) former employers 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. College Transcript is required for verification/documentation and for pay purposes (If selected, applicant must provide Official College Transcripts, if applicable).
3. *Copy of Valid State Commercial Driver's License
4. *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.
5. *Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
6. *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.
7. *Form GSA 3607, Motor Vehicle Operator's License and Driving Record, available at <http://www.usa-federal-forms.com/gsa-gsa.html> (USE NONFILLABLE PDF VERSION).

SCHOOL MAILING ADDRESS:

Mail Application to:

Bureau of Indian Education/BOS ABQ ERC
Attn: Kay Herrera
San Idelfonso Day School
1011 Indian School Rd NW, Suite 332
Albuquerque, NM 87001

FAX APPLICATIONS TO:

(505) 563-3078

FOR ADDITIONAL INFORMATION:

CONTACT: Kay Herrera

TELEPHONE:

505-563-3692

Applications and all accompanying documents must be received by the close of business (5:00 p.m. MST) on the closing date of the announcement.

**For VERIFICATION of our receipt of your application-resume, please contact:
Kay Herrera, (505) 563-3692**

**Applicant Screening Questionnaire
Indian Children Protection Requirements**

Name: _____ Social Security Number: _____
(Please print)

Job Title: School Bus Driver Announcement No: D20M01-19-203

Notification Requirements

Section 231 of the Crime Control Act of 1990, Public Law 101-647 (codified in 42 United States Code § 13041), requires that employment applications for Federal child care positions have applicants sign a receipt of notice that a criminal record check will be conducted as a condition of employment. Further, it is required to ask the following:

Have you ever been arrested for or charged with a crime involving a child?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630 (codified in 25 United States Code § 3207), requires a criminal history records check as a condition of employment for positions in the Department of Interior that involve regular contact with or control over Indian children. Further, it is required to ask the following:

Have you ever been arrested, found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious offense, or any of two or more misdemeanor offenses under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children?

Yes [If "yes," provide the date, explanation of the violation, disposition of the arrest(s) or charge(s), place of occurrence, and the name and address of the police department or court involved.]

No

I certify that my response to the above questions is made under Federal penalty of perjury, which is punishable by fine or imprisonment, and that I have received notice that a criminal history records check will be conducted and is a condition of employment. I understand my right to obtain a copy of any criminal history report made available to the Bureau of Indian Education and my rights to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature Date