



# United States Department of the Interior

BUREAU OF INDIAN EDUCATION  
Chichiltah Jones Ranch School  
P O Box 278  
Vanderwagen, NM 87326

## VACANCY ANNOUNCEMENT

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<b><u>POSITION TITLE &amp; GRADE:</u></b>	School Bus Driver, CY-5703-02 (1 Position)
<b><u>POSITION INFORMATION:</u></b>	School Year Contract (Part-Time, Seasonal)
<b><u>SALARY RANGE:</u></b>	\$18.44 to \$26.20 per hour (BIE Education Pay Schedule is based on education & experience)
<b><u>LOCATION:</u></b>	Department of the Interior, Bureau of Indian Education (BIE), Chichiltah Jones Ranch School, Vanderwagen, NM

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<b><u>ANNOUNCEMENT NUMBER:</u></b>	D31N05-19-002	<b><u>ISSUING DATE:</u></b>	08-29-2019
<b><u>CONSIDERATION AREA:</u></b>	Area Wide	<b><u>CLOSING DATE:</u></b>	09-19-2019

**Applications and all accompanying documents must be received by the close of business (4:30 p.m. MST) on the closing date of the announcement.**

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**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). 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, religion, sexual orientation, national origin or other non-merit factors.

**REASONABLE ACCOMODATION 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.

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**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.

**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.

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:** Driver must be able to lift over 50 pounds and must be in excellent physical condition. 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. Good hand and foot coordination required. In addition, incumbent must have mental and emotional stability.

**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 judgement of qualification will be based on materials submitted, therefore, it is the applicants' advantage to give complete thorough and complete information in a neat and orderly fashion.

**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 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 may or may not be 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. E-mailed 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 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. \*High school Diploma is required for verification/documentation and for pay purposes
3. \*Copy of Valid State Driver's License or Commercial Driver's License (if applicable to
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: <https://www.bie.edu/cs/groups/xbie/documents/document/idc1-030686.pdf> and <https://www.bia.gov/cs/groups/xnifc/documents/text/idc1-032820.pdf>, (USE NONFILLABLE PDF VERSION).

\You may fax your application to 505-368-3409, or you can mail your application to:

**MAILING ADDRESS:**  
Chichiltah Jones Ranch School  
P O Box 278  
Vanderwagen, NM 87326

**FAX APPLICATIONS TO:**  
(505) 778-5575

**FOR ADDITIONAL INFORMATION:**

**Contact:** Theresa Begay, Busn Tech

TELEPHONE: 505/778-5578/5574

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**Applicant Screening Questionnaire  
Indian Children Protection Requirements**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(Please print)

Job Title: School Bus Driver (Part-Time Seasonal) Announcement No: D31N05-19-002

**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 Office of Indian Education Programs and my rights to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date