



PYRAMID LAKE JR./SR. HIGH SCHOOL
P.O. Box 267 ❖ 711 State Street
Nixon, Nevada 89424-0267
Phone: (775) 574-1016 ❖ Fax: (775) 335-1047



JOB ANNOUNCEMENT

Open Date: August 10, 2021
REPOST: September 8, 2021

Closing Date: OPEN UNTIL FILLED

POSITION: BUS DRIVER
LOCATION: Pyramid Lake Jr. /Sr. High School, Nixon, NV
SALARY: \$17.32 - \$18.38/Hr., Grade 15, Non-Exempt Position, Full-time 40 hrs. per wk.
SUPERVISOR: Transportation Coordinator

SCOPE OF POSITION: Under general supervision, operates a vehicle and is responsible for student and passenger transportation, safety and discipline during regularly scheduled routes or on a specific trip basis and reports to the Transportation Coordinator.

JOB DUTIES:

- Assume personal responsibility for obeying all traffic laws and for compliance with the regulations that govern the operation of school buses or transportation vehicles;
- Assume major responsibility for the safety of children on the vehicle conforming to safety regulations;
- Conducts a daily five-minute walk-around and inside safety check of the vehicle following established procedures;
- Reports interior or exterior damages to immediate supervisor;
- Responsible for the sanitary condition of the vehicle. Cleans vehicle daily and washes at least monthly or as needed;
- Maintain discipline during transportation and reports behavior problems to immediate supervisor;
- Follows assigned schedule, arriving at school with students no earlier than necessary and discharging students only at authorized stops;
- Directs the loading and unloading of vehicle;
- Administer first aid as needed;
- Provide individual attention and perform specialized services according to students particular disability and needs;
- Remains current on laws and regulations protecting the handicapped;
- Assist with special seating arrangements, such as wheelchairs, restraints, etc. May physically carry passengers on and off the transportation vehicle;
- Maintain passenger rosters, trip and mileage records and logs and submits as required;
- Drives defensively, following safe driving practices and state and local laws;

JOB DUTIES, CONTINUED.

- Keeps current on disciplinary and safety practices and procedures by attending drivers meetings, trainings and safety programs;
- Transports only authorized students;
- Reports any accidents, incidents and completes required reports;
- Enforces regulations against smoking and eating on the transportation vehicles;
- Maintain vehicle in good operating condition and may perform minor maintenance;
- Perform other related work as required.

REQUIRED SKILLS AND KNOWLEDGES:

Thorough knowledge of principles, practices and methods of a school transit operations; ability to maintain discipline; ability to think clearly and calmly in emergencies; ability to keep records of operation and make reports; ability to deal courteously with the students, staff and public. Must have good driving habits and provide DMV printout of traffic record for verification of driving record.

EDUCATION AND SPECIAL REQUIREMENTS (Degree/Licenses):

High school diploma or equivalent. At least one (1) year of driving experience that would demonstrate the ability to perform the duties; must possess a valid Commercial Drivers License Class B with a passenger (P) and school bus (S) endorsement; Must pass a mandatory physical exam, mandatory drug test and background investigation prior to employment must have a First Aid/CPR certification or the ability to obtain the certification within the three month probationary period or at first opportunity.

You may contact the HR Manager at (775)574-1016, EXT. 1005, for more information and to obtain an application. The High School must receive all completed applications on the closing date before 4:30 p.m. All applicants are required to comply with our Drug-Free Workplace Policy and are subject to further drug and alcohol testing throughout their employment. All employees must comply with the High School's background investigation as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25U.S. Code Section 472 and 473). Consideration shall be given to non-Indian applicants in the absence of qualified Indian Preference eligible applicants. The Pyramid Lake Jr./Sr. High School is operated under the Tribally Controlled Schools Act of 1988. Pyramid Lake Jr./Sr. High School is required to comply with the Federal regulations pertaining to the attainment and maintenance of a drug-free workplace outlined under the Drug-Free Workplace Act of 1988. An offer of employment with the Pyramid Lake Jr./Sr. High School will be contingent on the applicant's ability to pass a pre-employment drug/alcohol test. The selected applicant/contractor shall adhere to a criminal background check (Section 3 Human Resources, 3.36 Hiring).