



# NEW MEXICO SCHOOL FOR THE DEAF

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*New Mexico School for the Deaf is an Equal Opportunity Employer/Affirmative Action Employer*

**Posting Date:** June 2, 2016

**Position Title:** School Bus Driver

**Reports to:** Transportation Coordinator

**Service Area:** Santa Fe, NM

**Employment Term:** Part-time; Non-Exempt Position with benefits

**Salary/Wage Range:** Depends on qualifications and experience

**Deadline for Application:** Open until filled

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## **Summary**

The School Bus Driver has the primary responsibility for ensuring the health, safety and welfare of the children, staff and volunteers during bus transportation to and from the school and on field trips. The School Bus Driver is responsible for ensuring the bus is in proper working condition at all times. The School Bus Driver follows safe and efficient bus routes. This position is also responsible for ensuring that all children are in age appropriate child safety restraints and that they provide day to day guidance to the Bus Aides.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Ensures the safety and well-being of children and adults being transported to and from the school and on field trips.
- Completes a comprehensive written inspection of the bus daily, reporting any conditions of concern to the, or delegated staff person, before transporting children.
- Ensures that the communication device (e.g. two-way radio, cellular phone) is charged and in proper working order before each trip.
- Completes a comprehensive written inspection of the bus daily, reporting any conditions of concern to the Transportation Coordinator, or delegated staff person, before transporting children.
- Follows safe bus loading and unloading procedures.
- Keeps the bus clean and free of debris as scheduled and/or required.
- Ensure the bus is safely and securely stored.
- Ensures completion of routine maintenance of bus (e.g., oil changes). Reports any maintenance needs to the Director, or delegated staff person.
- Develops and follows efficient and safe bus routes
- Assesses incidents, complaints, accidents and/or potential emergency situations (e.g., road hazards, medical emergencies, accidents, etc.) for the purpose of resolving and/or recommending a resolution to the situation.
- Operates bus in such a way that road and safety regulations are always followed; reports any traffic violation to the Director immediately.
- Performs pre-trip and post-trip inspections (e.g. lights, check oil, bus exit, fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- With the assistance the Bus Aides, assures children's medications are received from parents and delivered to the school per regulations.
- Attends and participates in pre-service and in-service trainings.
- In the event of an accident, assures that medical emergency procedures are followed; completes a written accident report as required by schools procedures and other authorities.
- With the assistance of Bus Aides, delivers messages and other items to and from the parents.

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

- **Organization-** Must be organized and detail-oriented.
- **Analytical-** collects and aggregates data for program maintenance and improvement.
- **Continuous Learning-** Seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills.
- **Job Knowledge-** Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- **Use of Technology-** Adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity.
- **Problem Solving-** Gathers and analyzes information skillfully; develops alternative solutions; works in group problem solving situations.
- **Cooperation-** Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.
- **Teamwork-** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; supports everyone's efforts to succeed.
- **Written Communication-** Writes clearly and informatively; varies writing style to meet needs.
- **State and Federal IDEA Compliance-** exhibits knowledge of and adherence to all legal requirements related to early intervention.
- **Diversity-** Shows respect and sensitivity for cultural differences; educates others on the value of diversity; builds a diverse workforce.
- **Ethics-** Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organization values.
- **Organizational Support-** Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values.
- **Adaptability-** Manages competing demands.
- **Personal Appearance-** Dresses appropriately for position; keeps self well groomed.
- **Attendance/Punctuality-** Is consistently at work and on time; ensures work responsibilities are covered when absent.
- **Dependability-** Follows instructions, responds to management direction; takes responsibility for own actions.
- **Initiative-** Seeks increased responsibilities; asks for and offers help when needed.
- **Quality-** Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- **Safety and Security-** Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.
- Knowledge of driving laws and regulations.
- Knowledge of safe bus operations.
- Knowledge of vehicle pre-run checks and their performance.
- Knowledge of challenges and strengths of handling children with special needs.
- Knowledge of scheduling system and procedures.
- Knowledge of record keeping system.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- **Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with culturally diverse staff & clients
- **Sign Language:** The applicant does not need to have sign language skills at hire but will be required to demonstrate progressive sign language acquisition and participate in sign language classes offered at NMSD.

- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
  - **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations
  - **Certificates, Licenses, Registrations:** Possess a current Commercial Driver's License (CDL), possess a current New Mexico driver's license, and be certified in First Aid and CPR for all age groups transported. Ability to pass an annual School Bus Driver's physical test.
  - **Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 50 pounds. Must be able to physically move through the bus. Ability to perform responsibilities under pressure and in cases of accidents or other emergencies. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
  - **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires sitting for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing. Able to work a flexible schedule. Must be able to travel, enter and exit a vehicle without assistance and withstand exposure to adverse weather conditions. Random drug tests may be performed.
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NMSD conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family & Medical Leave, protected veteran status, or any other characteristic protected by law.

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#### **Application:**

Download and complete the application: [NMSD Employment Application](#)

#### **Submit application via e-mail or mail to:**

New Mexico School for the Deaf  
Human Resource Department  
1060 Cerrillos Road  
Santa Fe, NM 87505

505.476.6300 Voice  
505.216.2000 Video Phone

[HumanResources@nmsd.k12.nm.us](mailto:HumanResources@nmsd.k12.nm.us)