



CHOCTAW TRIBAL SCHOOLS

MISSISSIPPI BAND OF CHOCTAW INDIANS
P.O. BOX 6008
CHOCTAW, MS 39350
PHONE (601) 650-7302
FAX (601) 656-9454

JOB ANNOUNCEMENT #051282

JOB TITLE: Part Time Bus Driver
OPENING DATE: JUNE 20, 2018 JUN 20 2018
CLOSING DATE: JULY 05, 2018 OR UNTIL FILLED
SALARY: \$12.00/HR
SUPERVISOR: Principal
TYPE OF EMPLOYMENT: Part Time
JOB LOCATION: Tucker Elementary School

SCOPE OF SERVICE AND EFFECT:

Drive the school bus or other Tribal vehicles which provides transportation of students. The bus driver provides safe and efficient transportation so that those transported students may enjoy the fullest possible advantage.

BUS DRIVER DUTIES AND RESPONSIBILITIES:

1. Obey all traffic laws. Observe all mandatory safety regulations for school buses. Keep to assigned schedule without speeding.
2. Instruct students on safety regulations and have at least two fire/safety drills each year with documentation of this being done.
3. Maintain discipline when students are on the bus. Report undisciplined students to the School Principal. Discharge students only at authorized stops.
4. Keep assigned bus clean. Check bus before each operation for mechanical defects. Enforce regulations against smoking and eating on the bus.
5. Notify the School Principal in case of mechanical failure of need for schedule change. Report all accidents and complete required reports and provide copies to the transportation coordinator.
6. Exercise responsible leadership when on out-of-town trips.
7. Transport only authorized students.
8. Follow assigned work schedule during school or after school.
9. Display a wholesome attitude and control temper at all times. Be fair, firm, and

- consistent with students on bus and refer all parents to the School Principal.
10. Report promptly for work and comply with established work hours, except by permission of the supervisor, in case of an emergency.
 11. Perform other duties as assigned by the supervisor

QUALIFICATIONS:

1. High School Diploma or GED Certificate.
2. Must possess or be able to obtain a valid Mississippi Class B, Endorsement P, Commercial Driver's License, a valid School Bus Driver's Certification issued by the State Department of Education, personal automobile liability insurance and adequate transportation.
3. Attend sixteen hours in a regular school bus training course approved by the Mississippi State Board of Education is required for initial certification.
4. Driver must be at least 21 years of age (not a student) but not older than 65 years of age.
5. Annual health examinations as required by the tribe and the Mississippi Health Department.
6. Competence in performance of tasks listed above.
7. Employee is subject to random drug testing.
8. Possess personal automobile liability insurance and adequate transportation.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II, (A), have been revised and approved as follows:

Further bolstering this Native American Preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The Authority to waiver Native American Preference Laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted.

That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any Executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Naïve American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

**Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033 – Choctaw Branch
Choctaw, Mississippi 39350**