



**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 #20-03-10**

**JOB TITLE:** Bus Drivers 3 POSITIONS  
**OPENING DATE:** MAY 06, 2016 **MAY 06 2016**  
**CLOSING DATE:** MAY 20, 2016 OR UNTIL FILLED  
**SALARY:** Grade 5, Tribal Pay Plan  
**SUPERVISOR:** Principal  
**TYPE OF EMPLOYMENT:** Part Time  
**JOB LOCATION:** Tucker, Bogue Chitto, & Conehatta

**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 or 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.

**JOB ANNOUNCEMENT #20-03-10  
BUS DRIVERS (3 ) POSITIONS  
PAGE 2 OF 2**

**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:**

**Notwithstanding this Native American Preference, MBCI will employ non-MBCI members only when no qualified member of MBCI can be recruited, 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 Indian Preference Laws can one by exercised by the Committee on Human Resources, Training and Development, and 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 non-MBCI member can be made by the Committee only for as long as the non-MBCI member remains in the position for which the waiver was granted. That waiver does not apply to other openings for which the non-MBCI member or other Native American may have interest in 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 that any specific applicant other than the one for which waiver is sought, be employed.**

**IF INTERESTED, REQUEST OR SUBMIT APPLICATION TO:**

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