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 #20-03-90

JOB TITLE:	**Bus Driver/Custodian, 1 Position**
OPENING DATE:	**OCTOBER 17, 2016** OCT 17 2016
CLOSING DATE:	**OCTOBER 31, 2016 OR UNTIL FILLED**
SALARY:	**TRIBAL PAY PLAN**
TYPE OF EMPLOYMENT:	**Regular Full Time, 210 Days**
SUPERVISOR:	**School Principal**
JOB LOCATION:	**Tucker Elementary School**

SCOPE OF SERVICE:

Drive school bus or other Tribal vehicles which provide transportation for students. The bus driver provides safe and efficient transportation so that those transported students may enjoy the fullest possible advantage. This job consist of the routine cleaning procedures required to provide a safe, attractive, comfortable, clean, and efficient place for the educational program.

DUTIES AND RESPONSIBILITIES:

1. **Obey all traffic laws. Observe all mandatory safety regulations for school buses. Keep to assigned scheduled 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 bus. Report undiscipline students to the principal. Discharge student 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 Assistant School Principal in case of mechanical failure of need for schedule change. Report all accidents and complete required reports.**
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 Assistant School Principal.**

10. Sweep, mop, scrub, wash walls, windows, empty trash cans, clean bathrooms, woodwork, and wax floors using the necessary floor machines such as buffing-scrubbers, and wet/dry vacuum machines.
11. Clean and sanitize restrooms and water fountains and replenish supplies as needed.
12. Clean classrooms daily. Dust Polish, arrange and move furniture and equipment.
13. Report to the principal any damage to school property.
14. Keep the school grounds free from rubbish. Comply with procedures for the storage and disposal of trash and waste.
15. Assist in setting up assembly areas.
16. Remain on the school premises during the assigned schedule and during non school hours when the use of the building has been authorized and the principal's attendance is required.
17. Assume responsibility for the opening and close of the building each school day and determine before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons are turned off.
18. Keep an inventory of supplies, equipment, and fuel on hand and requisition such needed replacement from the Custodial Services Assistant far enough in advance so that they may be delivered in such time not to hinder the program.
19. Clean school campus, cut grass, trim shrubs, edge walks, curbs, planted areas, rake grass, plant shrubs, and perform other lawn care duties as required. Able to operate power and manual equipment.
20. Perform all other tasks as assigned by the Assistant School Principal.

QUALIFICATIONS:

1. High School Diploma or GED.
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 (16) 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. Complete a criminal background check on county, state, and national levels. Any record or conviction of criminal or child abuse charges will result in immediate termination.
6. Must be in good physical condition. Required to submit results of annual physical examination.
7. Knowledge of cleaning methods, materials, and equipment.

8. Ability to follow oral and simple written instructions.
9. Must be of good character, cheerful, confident, considerate of others and ability to get along with others.
10. Demonstrate thoroughness in work performance.
11. Employee holding this position is subject to random alcohol/drug testing.
12. 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 waive 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 Native 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, MS 39350