



Crow Creek Tribal Schools

103 Chieftain Road
Stephan, SD 57346

VACANCY ANNOUNCEMENT

POSITION TITLE & GRADE: Bus Driver Non Certified BDPS (2 Vacancies)
POSITION INFORMATION: School Year Contract (Full-Time, Seasonal)
\$15.00 TO \$19.20 per hour
(CCTS Salary Schedule: based on education & experience)
LOCATION: Crow Creek Tribal School, Stephan, SD
ISSUING DATE – CLOSING: 03/18/2019 – UNTIL FILLED

STATEMENT OF DUTIES:

The incumbent of this position operates a school bus on assigned routes transporting students to and from school on regularly established schedules. In addition, they are required to transport students on field trips and to and from medical facilities as necessary. Drivers are responsible for the supervision of students and for assuring the safety of students while being transported. They may be required to perform other driving duties, including picking up supplies, transporting students and adults on town trips, and picking up special items needed by the school. Some of these driving tasks may include operation of carryalls, sedans, flatbed and pickup trucks. Drivers are required to perform daily vehicle maintenance checks, and clean buses on a regular basis. This includes performance of other scheduled maintenance and services on all school vehicles. Drivers typically are required to complete preventive maintenance records and accident reports as necessary. They may also be assigned on a regular or occasional basis other school related duties, including janitorial duties, clean-up of outside areas or buildings, or assisting in the classroom, school cafeteria or dormitories. May visit homes to collect or give student information from/to parents or guardians.

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstate able) in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE: This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

A high school diploma or GED and a Commercial Driver's License (CDL) are required. Drivers must meet all applicable State and Federal requirements for CDL. No DWI arrest or conviction within the past two years; no more than one DWI conviction in one's lifetime. All applicants must demonstrate the ability to follow written and oral instructions. Must pass a physical exam prior to hire and have negative drug test results as condition of continued employment.

CONDITIONS OF EMPLOYMENT: A Commercial Driver's License (CDL) is an absolute requirement for this position. A valid CDL must be maintained as a condition of employment; failure to do so will result in removal from these positions. In accordance with Department of Interior/Indian Affairs' Drug-Free Workplace Program, all positions with CDL requirements are "Testing Designated Positions". Therefore, as a condition of employment, incumbents of these positions are subject to random drug testing. An annual physical examination is required. Incumbents may be required to wear personal protective equipment as necessary.

PHYSICAL REQUIREMENTS: Drivers must be able to lift over 50 pounds and must be in excellent physical condition. Good vision and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. Good hand and foot coordination is required. In addition, applicants must have mental and emotional stability. Occasionally, incumbents may be required to travel for training purpose or attendance at meetings from the duty station.

BASIS OF RATING: All applicants for this position will be rated and ranked based upon the extent and quality of their experience, training and/or education as reflected on the application. Applicants will be further evaluated according to the degree to which they possess or have the potential to acquire knowledge, skills, abilities, and personal characteristics as listed below. The judgment of qualifications will be based on the material submitted; therefore, it is to the applicant's advantage to give complete and thorough responses and to present information in a neat and orderly fashion. Qualifications and veteran's preference eligibility will be determined on the basis of information submitted.

SUITABILITY & CLEARANCE REQUIREMENTS: A background security investigation is required. Appointment is subject to the successful completion of the security investigation and favorable adjudication. Failure to meet these requirements will be grounds for termination.

HOW TO APPLY: Submit completed application, copy of driver's license, CDL and credentials to the CCTS Human Resource Office. Applicants may file a resume. Applications become part of the official record and will not be duplicated or returned. This office will accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.

SCHOOL MAILING ADDRESS:

Crow Creek Tribal School
Attn: Mariah Sazue
103 Chieftain Road
Stephan, SD 57346

**FAX APPLICATIONS TO: (605) 852-2669
CONTACT #: (605) 852-2455 ext. 1199**

For VERIFICATION of our receipt of your application-resume, please contact: Mariah Sazue, (605) 852-2455 ext. 1199