



# AMERICAN INDIAN SERVICES

*scholarships for Native Americans*

## **Position Description**

Position Title: AIS PREP Bus Driver

Hourly Range: \$18-\$20/Hour (depending on experience and credentials)

Classification: Non-Exempt

Schedule: Mondays and Fridays; Mondays between the hours of 5a-12pm, Fridays 6am-7pm

Role: Non-Supervisory

**The mission of American Indian Services is to provide education to Native Americans in need through scholarships and programs while ensuring that their cultural values are preserved.**

### **Summary of Work:**

The American Indian Services (AIS) Pre-Freshman Engineering Program (PREP) Bus Drivers will work under direct supervision of the Site Coordinator as well as the PREP Program Director. The Bus Driver provides a clean, safe and reliable transportation and ensures that students enjoy the full advantage of AIS PREP site programs and activities.

### **Duties & Responsibilities:**

- Responsible for providing safe transportation to and/or from program pick-up and drop-off location and on field trips
- Operate a school bus by assessing traffic and road conditions, monitoring student behavior and other factors necessary to safely deliver student passengers to and from AIS PREP by adhering to state laws
- Performs bus safety pre-trip inspections as required by law to assure proper vehicle working condition
- Performs tasks as apparent or assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge of basic vehicle maintenance; ability to troubleshoot vehicle operation problems
- Knowledge of traffic laws
- Skill in defensive driving; ability to take evasive action to avoid collisions as necessary
- Ability to make quick and effective decisions with no supervision
- Ability to establish a positive rapport with students

### **Required Qualifications:**

- At least one-year experience driving a school bus

- Valid CDL
- Valid Driver’s License
- Passenger Endorsement
- Submit to pre-employment/random drug testing as dictated by the Department of Transportation Regulations

*Note: All positions at the American Indian Services (AIS) support a safe, healthy and drug-free work environment through background checks, AIS maintains a drug & smoke-free environment. This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time.*

*Employment at American Indian Services (AIS) is on an at-will basis, which means that your employment may be terminated by you or AIS at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the Chair of the Board of Directors. AIS reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.*

*We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, pregnancy or pregnancy-related related conditions, age (40 and over), or any other characteristic protected by applicable federal, state or local laws.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name