



Bus Driver

Department: Transportation, Superintendents Office
Supervisor: Transportation Supervisor
Status: Temporary
Classification: Exempt

MISSION

The mission of Red Cloud Indian School, Inc. (RCIS), a Catholic institution administered by the Jesuits and the Lakota people, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota culture.

RCIS includes two elementary schools, a high school, The Heritage Center, and ten churches on Pine Ridge Indian Reservation in southwestern South Dakota. By integrating both Lakota culture and heritage with spiritual beliefs and practices from the Lakota and Catholic traditions, RCIS aims to educate both the mind and the heart of its students, parishioners, and staff, creating leaders of tomorrow with competence, conscience, and compassion.

Position Summary:

To perform unskilled machine maintenance work and assist mechanic in performing manual work such as moving equipment, tools, and materials. Performs clean-up and maintenance duties on various vehicles associated with the organization. Maintains a safe and clean working area.

RESPONSIBILITIES AND DUTIES:

Essential Duties:

1. Checks with the 'Base Radio' or superintendent's transportation supervisor for any changes in normal duties or new student passengers.
2. Ensures that the bus can be operated safely before driving and conducts pre-trip safety inspections as required by federal and state laws to include observing visual defects and checking operating systems to include brakes, horn, lights, emergency flashers, extended stop arms, and door-opening devices.
3. Operates the vehicle safely over an assigned route, picking up and delivering only authorized students at assigned bus stops, and watches to ensure that no one hurrying for the bus is left behind.
4. Keeps assigned time schedules, which may require driving during pre-day light and dusk periods, and makes every effort to be on time while ensuring safety.
5. Obeys all traffic laws and transportation practices as outlined in the SD Department of Transportation CDL manual.
6. Observes all mandatory safety regulations for school buses and keeps all emergency exits clear of obstructions.



7. Secures wheelchairs, car seats, and other restraining devices on the bus as needed.
8. Maintains student discipline on the bus and reports all undisciplined students to the Transportation Supervisor, Dean of Students or Principal.
9. Conducts semi-annual bus evacuation drills as required by the Department of Education and implements evacuations as required in an emergency to include safely exiting from the rear of the school bus.
10. Reports all accidents immediately, requesting police or ambulance service as needed; assists injured persons until services arrive; and completes required accident reports.
11. Notifies the 'Base Radio' or Transportation Supervisor in cases of mechanical failure, safety deficiencies, when off schedule, or other incidents.
12. Regulates heating, cooling, and ventilating equipment provided on the bus for the comfort of passengers.
13. Returns the bus to the assigned bus lot, performs a final inspection, and secures the bus according to procedures.
14. Reports all safe environment, child safety and safety violations to Transportation Supervisor or Principal.
15. Successfully complete any assigned school bus driving training course
16. Other duties as assigned by Transportation Supervisor.

II. QUALIFICATIONS:

A. Education and Experience:

1. High School Diploma or GED- Required
2. Valid commercial driver's license CDL- Required
3. First Aid/CPR Certification - Required
4. Driving experience – Preferred

B. Knowledge, Skills And /Or Abilities:

1. Knowledge of the procedures and federal/state laws governing the safe operation of a school bus.
2. Must possess knowledge of, or the ability to accurately and quickly learn, Local Street and reservation road systems.
3. Must possess knowledge of, or the ability to accurately and quickly learn, how to properly secure a wheelchair, car seat, and other restraining devices on a school bus.
4. Must possess the ability to maintain student discipline and ensure that student behavior is not a distraction to safe driving.
5. Must possess the ability to recognize and report any unsafe act or condition.
6. Must be capable of working independently and possess the ability to understand and follow through on oral and written instructions.
7. Must possess the ability to interact with students, parents, and faculty in a positive and proper manner.

C. Working Conditions and Physical Requirements:

1. Must remain in compliance with state/division regulations regarding the use of controlled substances and alcohol as applied to school bus drivers. A drug-testing program will be implemented in accordance to SD Department of Transportation regulations on safety sensitive positions.
2. Must meet the mandated physical and mental requirements established by the state and the US Department of Transportation--the school division is not permitted to employ individuals that do not meet these standards.
3. While performing the duties of this job, the employee is frequently exposed to loud noise levels; fumes or airborne particles; noxious odors; vibrations from driving a bus; and or traffic.



4. The employee is occasionally exposed to moving mechanical parts and outside weather conditions.
5. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; use foot controls to drive; reach with hands and arms; climb; bend, stoop, and kneel; and talk or hear.
6. The employee must be physically able to perform and demonstrate emergency evacuation procedures. This includes the pushing/pulling of up to 50 pounds.
7. In addition have the ability to use emergency exits at any location on the bus.
8. Specific vision abilities required by this job include close vision, distance vision, night/dusk vision, color vision, and peripheral vision.

Closing Date: Open until Filled

Red Cloud is seeking to hire two bus driver positions. Positions are paid by the route. For more details contact Danielle Merrival, Transportation Coordinator at 867-5888 ext 2202

To Apply

Email or Submit; Bus Driver Application with any CDL supporting documents to:

Lisa Swallow, *Director of Human Resources*
Red Cloud Indian School
100 Mission Drive
Pine Ridge, South Dakota 57770
lisaswallow@redcloudschool.org
(605) 867-5491 ext. 2213 – leave message