

**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION
P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008**

"Re-Advertisement"

Vacancy Ann.: #12-2016

Opening Date: August 1, 2016
Closing Date: Open Until Filled
Position Title: Substitute Bus Driver (Part Time) – LMS and LES
Salary: As Per Salary Scale

DESCRIPTION OF WORK:

The School Bus Driver will provide safe bus transportation of Elementary and Middle School children. The driver will follow proper procedures for operating the school bus, including performing the daily pre and post bus and equipment inspections. The bus driver completes all required reports for the LES and LMS administration. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

BASIC QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

Minimum of high school diploma, GED or equivalent. Experience in a commercial or school environment in the operation of vans, school buses, or larger vehicles.

Other: Must have current/valid New Mexico Commercial driver's license-Class B, endorsement PS; current and valid physical and Medical Examiners card

OTHER REQUIREMENTS:

****Must also have a valid New Mexico Commercial driver's license, insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.**

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment opportunities for an application and instructions.

Interested applicants may do the following:

- Mail complete application packet with required documents to Laguna Department of Education, P.O. Box 207, Laguna, NM 87026.
- Fax complete application packet with required documents to 505-552-6398.
- Email complete application packet with required documents to humanresources@lagunaed.net.