



# QUECHAN INDIAN TRIBE

*Ft. Yuma Indian Reservation*

## HUMAN RESOURCES DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (928) 977-2727

Fax (760) 572-2961

## POSITION DESCRIPTION

**Position: Bus Driver/Staff Support**                      **Salary: \$18.58 Non-Exempt**  
**Quechan Head Start – Work Year: 43 weeks/ 40-hours per week**

**Opening: Monday, March 2, 2026**

**Closing: Friday, March 13, 2026**

### **BASIC FUNCTION:**

The Quechan Head Start Bus Driver/Staff Support reports to and works under the direct supervision of the Head Start Program Director. The Bus Driver is responsible for providing safe transportation for children to and from the center and on Head Start sponsored activities, supervises children when entering and leaving from the bus. Assist in supervising children when on field trips and at the center, performs duties and necessary for bus maintenance and upkeep. Part-time staff support will assist with the daily functions of the Head Start Program.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with our Management, Children, Parents, Co-workers, and others by being courteous, conscientious, and kind-spirited.

### **DUTIES AND RESPONSIBILITIES:**

- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal Members, and all levels of staff and management.
- Perform duties and tasks for daily bus maintenance and safe upkeep of the bus.
- Assumes responsibilities for safe, legal operation of the school bus including the following:
- Maintains or is able to obtain a current CDL with passenger and air brake endorsements, California School Bus Certifications, and must know State and local laws pertaining to school bus operations. Keep all certificates current.
- Transports children to and from Quechan Head Start center in a safe and responsible manner.
- Transports children and staff on planned field trips as well as other related required trips sponsored by the program.
- Assumes responsibilities for routine and special school bus maintenance.
- Assures the bus is maintained and serviced, utilizing a maintenance schedule which includes minor repairs/maintenance and ensure that information is accurately documented.
- Clean bus on weekly schedule as necessary.

- Responsible for utilizing a daily bus inspection checklist to ensure that the bus is in safe operating condition prior to making any trips.
- Supervises children during transportation and at other times as assigned:
  - \*When children are getting on and off the bus.
  - \*Making sure that all children are safely seated before movement of the bus and ensure safe-riding procedures are followed while the bus is in operation.
- Implement the correct bus emergency evacuation techniques three times a year for bus evacuations drills. When children are on Head Start trips and at the center.
- Prepares and maintains bus reports
- Maintains daily bus inspections and mileage reports.
- Maintains necessary services and repairs records.
- Maintain all other reports that are required by State regulations and by the state Inspection Officer
- Maintains records of required 45-day maintenance work that is performed by certified mechanics.
- Demonstrated ability to maintain confidential information and use practices that protect confidentiality regarding Head Start children and program matters.
- Attend not less than 15 clock hours of professional development per year.
- When needed in the classroom, other settings and outdoor play.
- Participate in all program activities that are scheduled by Head Start and must sometimes work schedules to meet the needs of children, parents and families.
- Pass random Drug testing
- Other related duties as assigned.

### **QUALIFICATIONS:**

- Must have or be able to obtain a CDL with passenger and air brake endorsement. Attend training and pass written and driving test for California School bus certification. Pass life scan finger printing.
- Must have a clean driving record with no DUI's.
- Must be enrolled in the State of California's Pull Program.
- Must have High School Diploma or GED equivalent
- Current Food Handlers Card (or obtain one within 30 days of hire) and maintain such certification while employed within the Quechan Head Start Program.
- Must have or be able to obtain CPR, First Aid, and AED certification within 3 months of hire and maintain such certification while employed within the Quechan Head Start Program.
- Completion of FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crawl.
- Good organizational skills.
- Dependable and reliable with good time management.
- Must be able to obtain a Level 1 Fingerprint Clearance Card.

- Must be able to establish a working relationship with the public, staff, students, and community members, representatives of agencies, organizations, and groups.
- Complete required annual ten hours of continuation training is required to maintain State Bus Driver Certifications.
- Must be twenty-one (21) year of age or older.
- Must demonstrate strong work skills and ability to work without constant supervision.
- Be in good physical health, dress appropriately, be punctual show ability to do thorough work.
- Must maintain complete confidentiality of children, families and staff.
- Be willing and able to attend pertinent off-site workshops, training, bus driver's clinics, and
- Work varied schedules that may require early or late hours, or overnight trips.
- Show the ability to maintain positive work relationships with co-workers and to communicate effectively with people of various backgrounds and lifestyles.
- Physical exams required yearly including TB skin test. Must be able to physically and mentally keep up with the job.

**FOR MORE INFORMATION AND TO APPLY:**

Online application available at [www.quechantribe.com](http://www.quechantribe.com) or pick up at:

**Quechan Indian Tribe  
Human Resource Department  
1888 San Pasqual School Rd.  
Winterhaven, CA 92283  
Telephone: (928)977-2727  
Fax: (760) 572-2961**

**Mailing Address:  
P. O. Box 1899  
Yuma, AZ 85366**

**(All resumes must be accompanied by a Tribal Application)**

**For further questions or to return an application electronically please e-mail us at**

**[hadminassistantk@quechantribe.com](mailto:hadminassistantk@quechantribe.com)**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, the Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must** pass a pre-employment Alcohol/Drug screening and Background Check.