

MESCALERO --Apache-- SCHOOL

P.O. Box 230, 260 White Mountain
Mescalero, New Mexico 88340
Phone: (575)464-4431 Fax (575) 464-0053



"Mescalero Chiefs"

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VACANCY

Transportation Manager

Primary Function:

- To provide a safe and secure student activity transportation program for students who choose to participate in after school activities where transportation is needed.

Responsibilities:

- Shall be responsible for safe driving in transporting students to school sponsored activities and to their place of residence.
- Is responsible for holding students responsible in complying with school rules (including behavior) governing the transportation of students.
- Shall report to the Principals any serious misbehavior or misconduct by students during course of being transported.
- Is responsible for attending required seminars during the year that will continue to certify him/her as a driver in transporting students.
- Shall be responsible for basic maintenance and cleanliness of school vehicles and develop plans for preventative maintenance.
- Shall have written maintenance records for the up-keep of all busses and vehicles used to transport students.
- At all times, shall abide by the laws governing vehicle use including road signs, speed limits, etc.
- Shall be a defensive driver at all times.
- Based on student transportation rules, may have to suspend riding privileges for certain individuals for a period of time.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Keep current with technical advances at MAS.
- Shall perform other duties as assigned by the Superintendent.
- One training per nine weeks. Four trainings per school year. (Pryor +)

Major Planning Requirements:

- Through his/her supervisor, understand the plan used to transport students including routes to and from activity, rules that will govern the trip, rules to govern student behavior, and any contingency plan(s) that may have to be used.
- Plans for the maintenance of school vehicle(s) on a regular basis.

Key Relationships:

- Is responsible to the Superintendent.
- Meets with supervisor on a regular basis in regard to the safe transportation of students to and from activities.
- Meets and discusses with student his/her behavior while being transported by school bus or vehicle.

- Will meet with parent(s) when the student's conduct or behavior is inappropriate and which may create a danger to other students riding the bus or other school vehicle.

Minimum Qualifications:

- Shall possess a valid New Mexico Commercial Driver's License (CDL) classification that permits him/her to transport students.
- Must be able to pass a background check prior to employment.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

Term of Employment:

- 12 Month Contract.

Salary Level: Placement on Salary Schedule

Working Conditions:

- In the actual transportation of students, requires constant and alert attention to driving.
- May require driving under conditions where roads are under construction, and/or may have other hazards.
- May require long periods of sitting when transporting students.
- May require early morning driving or late into the evening driving.

Applications will be accepted until filled.

- ALL positions require background checks and clearance from any criminal charges prior to employment.
- Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.
- All positions require initial drug testing upon hire, then random monthly drug testing.
- Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.

Applications available at the MAS Administration or on our website: maschiefs.org
Applications can be returned by mail, fax to 575-464-0053 or emailed:
priscilla.kadayso@mescalero.org