

MESA VISTA CONSOLIDATED SCHOOL DISTRICT  
IS SEEKING APPLICANTS FOR THE FOLLOWING POSITION

School Bus Driver(s)  
Ojo Caliente, New Mexico

The School Bus Driver will provide safe and reliable transportation service by operating various school buses in transporting passengers to and from school as well as related activities. Bus Driver will identify and communicate mechanical/maintenance and/or emergency situations to Transportation Director. He/She will assure a safe, on-time service and customer satisfaction and maintaining the highest level of ethical behavior with our customers, fellow employees and community we serve.

ESSENTIAL FUNCTIONS: PREFERRED KNOWLEDGE, SKILLS, ABILITIES AND EXPERIENCE.

REQUIREMENTS:

- High school graduation or the equivalent in education, training and experience.
- Possession of a valid State driving license with appropriate endorsements.
- Knowledge of accident prevention/safe driving and bus operations practices, methods and techniques.
- Knowledge of routing and local area/streets
- Knowledge and possession of First Aid/CPR certification where required by State/District/Regulations.
- Knowledge of School District bus transportation policies and procedures.
- Must be able to meet physical and medical requirements such as criminal background search and ability to meet the requirements of U.S. Department of Transportation Drug and Alcohol Regulations (e.g. pre-employment, post-accident, random and reasonable suspicion testing).
- Must satisfactorily complete and pass all training and attend safety meetings and in-service meetings as required.
- Knowledge and experience in providing excellent customer services e.g. build/maintain good customer relations use safe driving and accident prevention practices and respond courteously to client complaints.
- Knowledge of mechanical aspects of bus transportation to assess maintenance problems and work collaboratively with Route Operations/Events and Maintenance to resolve them.
- Good knowledge of routes and schools in specified area of responsibility to ensure compliance with bus schedules and identify alternative routes in response to emergency/unplanned situations.
- Professional attitude and appearance and exercises tact and diplomacy in dealing with students, parents and all school district personnel.

CONTRACT INFORMATION: Work year: 150 days/ Hours will depend on route

Reports To: Superintendent of schools  
Salary: 2019 – 2020 – As Per Salary Schedule  
Deadline: Until Filled

Application Procedures

Interested applicants please submit a letter of interest to:

Shayna Cordova  
Human Resource Office  
Mesa Vista Consolidated Schools  
P.O. Box 309  
Ojo Caliente, NM 87549

Phone: (505) 583-2645  
Fax No.: (505) 583-2815  
[human.resources@mesavista.org](mailto:human.resources@mesavista.org)

We, the Mesa Vista Consolidated School District, conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information and Testing, Family and Medical Leave, protected veteran status, or any other characteristic protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.