



Dear Friend,

Thank you for considering Rehoboth Christian School as a place of employment. Rehoboth is a beautifully diverse community that seeks to offer a life changing Christian education to students from the Navajo Nation, the Pueblo of Zuni, McKinley County and Gallup, New Mexico. We believe that each person in each department plays a crucial role in fulfilling our mission statement:

Rehoboth Christian School challenges its students to know the Triune God and equips them to love, serve and transform the world in His name.

We are thankful that you are interested in serving our students by joining our transportation team. Currently Rehoboth has six routes covering 3,000 square miles. Besides an assigned route, drivers also assist with activities run. The transportation department is an integral part of the mission of Rehoboth Christian School.

If you think you would like to be part of the Rehoboth team where you could contribute and learn, we hope you fill out an application. If you want to talk more after you have read the job description, reach out to us by calling (505) 863-4412 or emailing adminsec@rcsnm.org.

One of the most powerful ways to accomplish our mission is to have our dedicated, Christian, Native American brothers and sisters working at Rehoboth. We cherish those applications and opportunities, but we also welcome all Christians who resonate with our mission to apply for our team.

Thank you for your interest,

Bob Jppel

Executive Director
Rehoboth Christian School



General Summary of Employee Benefits

Contract Length - 200 days August- May.

Hourly Pay Range - Depends on experience and qualifications.

Insurances - The school and employee share in the cost of health and other insurances.

403B – The school will match up to 5% of contributions.

Staff Tuition Discount – Discount of up to \$1,600 per student based on number of contracted hours per year.

Paid Time Off (PTO):

Paid Time Off (PTO) - Full-time staff employees (32.5 hours or more per week) are eligible for Paid Time Off (PTO) based on the scheduled length of service and positions.

Housing:

Limited staff housing is available for rent on campus

For full benefit details contact Executive Director, Bob Ippel at bippel@rcsnm.org



**Job Description
Bus Driver
(Sub Driver)**

Purpose: All drivers & Sub Drivers must meet all training and certification requirements in order to drive for Rehoboth Christian School. Your main responsibility is to comply with all required regulations in order to do this job properly according to local laws and authorities. Evidence of Christian commitment and testimony, commitment to Christian education and the mission of Rehoboth Christian School.

Reports To: Transportation Manager

Terms of Employment: Employed full-time on a Teacher Contract, with 180 days of work. (Sub Drivers will be on an “on-call” basis and will work hours accordingly as required.)

Qualifications:

***First and foremost, the Rehoboth School Bus driver MUST comply with all Local, State and Federal guidelines required to operate a school bus. The bus driver must also comply with and sign a copy acknowledging receipt of and compliance with: The Rehoboth Christian School Transportation Department Bus Driver’s Policy and Job Description (attached)**

- a. Must have an interest in and empathy for children.
- b. Must possess a comprehensive knowledge of driving in a safe and courteous manner.
- c. Must be at least twenty-one (21) years old.
- d. Must submit a completed application, a print-out from MVD of driving record and no DUI's in the past 7 years.
- e. Must have appropriate CDL license and to update all training that is required to obtain your CDL license.
- f. Must be willing and able to submit to and pass federally mandated substance abuse testing as outlined in our Drug/Alcohol Policy.
- g. Must be able to pass the annual school bus physical examination. In which a copy of your physical card must be present with driver at all times when operating a RCS bus or vehicle.
- h. Must have the ability to understand and carry out written and verbal instructions.



- i. Must be able to communicate well with people including clear and understandable verbal skills.
- j. Must have the writing and math skills to accurately complete assigned roster, forms and reports.
- k. Must be able to read and interpret schedules and forms as well as read and use a map or when available a GPS guide unit.
- l. Must be able to drive all district buses and operate lift equipment and security devices on special needs buses. If applicable. Must be certified.
- m. Must be physically able to climb in and out of the bus emergency door, and you must also be able to crawl under the bus when necessary.
- n. Must have the ability to maintain effective pupil management.
- o. Must attend in-service training and other safety meeting as required .
- p. Must have a current updated First Aid/CPR certification and Defensive Driving certification.
- q. Must be willing to learn to deal with students with disabilities and how to care for any special needs that they may have.
- r. Must inform other employer, (second job) that your driving duties come first. This is your primary employment. When scheduled, these duties must be carried out. Under no circumstances this should not interfere with your driving duties.

Responsibilities and Primary Job Functions:

- a. Driver and (or) Substitute Driver must comply with and adhere to the Rehoboth Christian School Transportation Department Driver's Policy and Job Description (Policy attached to this description)
- b. Must sign the acceptance and adherence to the above stated policy
- c. Must participate in the DOT required Drug and Alcohol Random Testing Program.

Sub Drivers Additional:

- a. All Sub drivers must familiarize themselves with each primary route; know its children to the best of their ability and also be aware of any special circumstances per bus per driver.
- b. All Sub drivers must familiarize themselves with the bus they will be driving on and make sure they are aware of seating charts, stops, students, routes, etc...any questions prior to the trip must be addressed with the primary driver (if possible) and or the Transportation Manager.