



**DEPARTMENT OF EDUCATION
HUMAN RESOURCES DIVISION**

501 Mariner Avenue
Barrigada, Guam 96913
Tel: (671) 475-0496
www.gdoe.net



JUDITH T. WON PAT, Ed.D.
Acting Superintendent of Education

KATHERINE M.P. ADA
Personnel Services Administrator

OPEN COMPETITIVE JOB ANNOUNCEMENT To establish a list for

the position of

**BUS DRIVER FOR INDIVIDUALS WITH
DISABILITIES (9.540)**

ANNOUNCEMENT NO. HRD-031-2026

Open: February 13, 2026

Close: February 26, 2026

2023 GENERAL PAY PLAN (GPP)

OPEN: H-1; \$32,355 per annum – H-10; \$44,417 per annum

PROMOTION: H-1; \$32,355 per annum – H-18; \$57,026 per annum

Employment: Promotional/Permanent Full-Time

Location: **SPECIAL EDUCATION**

Funding: **Locally Funded**

We are an Equal Opportunity Employer

MINIMUM EXPERIENCE AND TRAINING:

- (A) One year of experience in the operation of light automotive equipment; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Chauffeur's license.

MINIMUM EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 29-113, "All new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent of a general high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job."

NOTE: To validate credentials you may claim, (e.g., High School Diploma, College Transcript, DD-214, etc.), an original or certified copy of the document(s) must accompany each employment application you are applying for with your legal signature. Applicants shall be responsible to provide all required documents for each employment application submitted and failure to provide proof may result in disqualification.

NATURE OF WORK IN THIS CLASS:

Perform skill work in the operation of mini-bus in transporting students with disabilities and others to and from pre-determined locations.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Operates mini-buses to transport students with disabilities and others according to schedules provided.

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BUS DRIVER FOR INDIVIDUALS WITH DISABILITIES
DIVISION OF SPECIAL EDUCATION
FEBRUARY 13, 2026

Ensures discipline, safety, and comfort of passengers; enforce rules and regulations on the bus.

Performs daily pre-operational inspection; cleans and services assigned bus and reports mechanical repairs as required.

Receives on-the-job training in first-aid passenger discipline, defensive driving and other trainings as required.

May perform sign language as required.

May perform general maintenance and grounds work.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the traffic laws, regulations, and safe driving practices.

Ability to maintain discipline, safety, and comfort of students with disabilities and other passengers.

Ability to apply safe driving practices on the job.

Ability to learn sign language.

Ability to apply first-aid.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Skill in the safe operation of mini-buses.

EMPLOYMENT BENEFITS:

This is a permanent, full-time position for the Division of Special Education. New hires serve a probationary period of at least six months. Satisfactory completion of the probationary period entitles the employee to permanent civil service status & protection. Benefits include: enrollment in the government's Retirement Fund system; group health and life insurance coverage; paid vacation and sick leave; and paid holidays. Full-time employment consists of 40 hours of regular work per week with 26 pay periods per year.

APPLICATION SUBMISSION AND DEADLINE:

Employment applications can be obtained online www.gdoe.net - HR Forms or at the GDOE Human Resources Division located at Building-B, 501 Mariner Avenue, Barrigada.

Interested applicants must submit a completed Employment Application form on or before the application deadline. Applications with supporting documents will be accepted up until **Thursday, February 26, 2026** via email or in our office between the hours of 8:00 a.m. to 5:00 p.m., Chamorro Standard Time (CHST), Monday through Friday, except holidays. Please note that there are two types of GDOE employment applications - one for FCHPA Covered Positions and one for FCHPA Exempt Positions.

FAIR CHANCES HIRING PROCESS ACT (FCHPA):

This is a **COVERED** position. Please complete a FCHPA Covered Position Job Application. For covered positions, employers must follow the Fair Chances Hiring Process (pursuant to P.L. 34-22) which prohibits employers from asking for criminal history information until a conditional job offer is given. Under this job announcement, do not submit a police and/or court clearance report or answer questions regarding any criminal convictions until you have been offered a job. If you choose to submit these documents or answer any criminal history questions at the time of application, you do so voluntarily.

FOR ADDITIONAL INFORMATION: Please refer to the Employment Application General Instructions and Important Information Sheets, call (671) 475-0496, and/or email humanresources@doe.net



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