

Lummi Nation School

Educational Excellence for the Future



2334 Lummi View Drive / Bellingham, WA 98226

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'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Transportation Manager
Operations & Maintenance (O&M)

OPEN: November 1, 2019

EXEMPT: No

SALARY: (8) \$21.82-\$24.44 p/h DOE

SHIFT: Flex

LOCATION: Lummi Nation School

DURATION: Regular Full Time 12 mo.

CLOSES: November 18, 2019

JOB CODE:

DIVISION: Education

DEPARTMENT: Transportation

SUPERVISOR: O&M Director

VACANCIES: 1

JOB SUMMARY: Ensure a systematic, safe and efficient school transportation system is developed and maintained.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Supervise all LNS bus drivers
2. Develop and maintain school bus routes consistent with what is submitted during ISEP count week
3. Ensure all routes are covered and scheduled in a timely manner; schedule sub drivers for LNS as needed.
4. Ensure that all activities for field trips, extracurricular and special activity trips are covered as authorized by the school officials.
5. Attend administrative meetings when requested
6. Assist the administrative support team with putting together budget requests for Lummi Nation Education Board review and approval.
7. Coordinate and implement monthly meetings with the bus drivers and monitor task follow through.
8. Route maintenance/repair request forms for any safety or repair deficiencies on buses to the maintenance department and monitor follow through
9. When needed act as a substitute bus driver; operate the school bus and comply in accordance with the laws of the State of Washington and policies promulgated by the Superintendent of Public Instruction.
10. Act as transportation dispatch when needed
11. Work with LNS nurse and LIBC Partners to assure transportation staff are current and up to date with necessary certifications/cards; first aide, CPR, etc.
12. Per policy manage student discipline as it relates to inappropriate student behavior on the bus, make contact with parents and provide/inform the K-12 Principal supportive documentation for each individual incident
13. Supervise and participate in the care of all related transportation issues
14. Collect and document all required operational and safety inspections (pre/post inspection) completed daily by LNS bus drivers
15. Turn in mileage on a bi-weekly basis to the transportation office assistant to maintain for documentation record purposes.
16. Work closely with the LNS maintenance department to assure proper maintenance of LNS buses

17. Develop, refine, implement and monitor the driver training program for current employees and new hires, to include orientation, in-service, and behind-the-wheel training for all LNS bus drivers as required.

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- Associates Arts & Science degree, Business and/or Direct Transfer Degree; *preferred*
- 1 year Post Secondary higher education
- 2 years of full time experience working within the Lummi Community with high-risk youth and families
- 1 year working knowledge and experience with computer operation and a variety of office and system software including student database, word processing, spreadsheet, presentation and various applications pertinent to the educational system function.
- 1 year experience with accounting procedures and efficient office functions; *preferred*
- 2 years previous work experience in an administrative support position
- 1 year of successful supervisory experience
- 2 year experience working in an educational setting, *preferred*
- Possess School Bus Driver Trainer Certificate – willing to obtain in first 90 day so of employment
- Must possess a valid Washington State Drivers license/CDL Class “B” license.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledgeable of WA State, BIE and LIBC policies, procedures and regulatory practices related to transportation
- Knowledge and maneuverability of Transfinder bus routing software.
- Ability to maintain high standards of organization, professionalism and possess exceptional verbal and written skills
- Ability to establish, build and maintain cooperative working relationships with various departments to enhance the completion of assigned tasks
- Ability to handle confidential matters and information in a professional manner
- Ability to prioritize despite interruptions using a high degree of flexibility
- Ability to organize, set priorities, meet deadlines, attend to detail and follow through on a variety of assigned tasks
- Ability to prioritize and work well under pressure
- Ability to multi-task in a fast pace working environment
- Ability to work both independently and as team player
- Be willing to work flexible hours
- Ability to maintain an efficient filing system and record keeping of confidential and other school/accounting records
- Previous work experience of dependability, punctuality and reliability

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Proof of U.S. Citizenship.
- No moving or traffic violations. No more than 1 accident per school year.

- Must update DMV Abstract before the new school year.
- Must obtain/maintain CPR/First Aid card and provide proof.
- Must meet physical standards as established by the State Superintendent of Public Instruction to include providing a valid health certificate and all other certificates, licenses, endorsements and permits required for this position by state and local authorities.
- Must be able to adhere to strict attendance expectations of the Lummi Nation School.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Salary depends on qualifications.
- Job duration 12 months employment

EVALUATION

- Performance of this job will be evaluated in accordance with provisions of policy on Evaluation of Professional Personnel.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.