



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

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

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Bus Driver

Little Bear Creek (LBC)

*\*\*Re-Advertise\*\**

**OPEN:** December 20, 2019

**EXEMPT:** No

**SALARY:** (6) \$16.50-18.48 p/h DOE

**SHIFT:** Varies

**LOCATION:** LBC

**DURATION:** Regular Full Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Family Services

**DEPARTMENT:** Seniors Program

**SUPERVISOR:** Program Manager

**VACANCIES:** 1

**JOB SUMMARY:** Under the direct supervision of the Program Manager, shall be second driver to the Transportation Supervisor, transporting elders to and from Little Bear Creek, overnight trips, day trips, and other scheduled events.

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

1. Shall transport Elders to and from meal site and other scheduled events.
2. Shall lock in and secure elders in wheelchairs with lock harnesses
3. Safely secure manual wheelchairs and walkers in the buses
4. Safely store and secure luggage in the buses
5. Must keep the bus clean at all times
6. Must be able to work independently
7. Must be able to drive under pressure and ensure the safety of all persons riding the bus
8. Must keep daily transportation records
9. Must be friendly, kind and courteous at all times
10. Be available for home delivered lunch meals
11. Help Elders in and out of the bus or van, using the wheelchair lift
12. Fuel buses and vans when needed
13. Must be available during emergencies and on short notice
14. Daily contacts, via phone calls to Elders for lunch and other activities
15. Shall pick up and sign out monthly Bus passes
16. Shall pick up gas vouchers from LIBC Cash Receipts as needed
17. Post "sign up" sheet for scheduled events and or activities, i.e. Black Jack, Bingo, etc...

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED required
- Valid CDL endorsement-Class C.
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to lock in, and secure wheelchairs with lock harnesses
- Ability to lift up elders, if needed
- Ability to safely lift 50 lbs or more
- Ability to communicate with Elders and others
- Must be culturally sensitive
- Must have good attitude toward others, especially the Elders
- Must report any suspected Elder Abuse
- Provide daily log information to Transportation Supervisor for monthly and quarterly reports.
- Must have computer skills, Word, Excel, Power Point, etc...
- Knowledgeable on what to do in case of an accident and/or medical emergency
- Must know LIBC contact employees for travel per diem and hotel accommodations.

**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 Tribal Elders or vulnerable adults and is therefore subject to successful and extensive criminal background check
- Must have current Blood borne pathogen certification (if not, set up within 90-day orientation timeframe) Must possess a current Medical Exam Certificate
- Must possess a current Medical Exam Certificate
- Must have current Adult CPR and First Aid certification (if not, set up within a timely manner)
- Shall be a Mandated Reporter for Elder Abuse
- Must participate in all in-services meetings and trainings.

**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](mailto: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.