

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 DESCRIPTION

JOB TITLE: Bus driver

Lummi Nation School (LNS)

OPEN: November 2, 2018

CLOSE: December 18, 2018

EXEMPT: No

JOB CODE:

SALARY GRADE: (6) \$16.50 to \$18.48 D.O.E.

DIVISION: LNS

SHIFT: Day

DEPARTMENT: Transportation

LOCATION: Lummi Nation School

SUPERVISOR: Transportation Manager

DURATION: 10 Month (SY)

VACANCIES: 1

JOB SUMMARY: Directly responsible to the Transportation Manager. Operate school bus, including but not limited to carryalls, vans, single and dual wheel buses. Transport students safely and other authorized persons to and from school routes and on field, extracurricular, and special or extra activity trips as authorized by the school officials.

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

1. Operate school buses in a safe manner on regularly scheduled routes, field trips, or after-school activity trips and under all types of weather conditions including but not limited to fog, rain, hail, sleet, snow and ice.
2. Perform and document required operational and safety inspections (pre/post inspection) of the school bus and all related equipment daily. Record mileage on mileage report forms and route all completed forms on a monthly basis to the Transportation Manager's office to maintain for documentation record purposes.
3. Complete and route maintenance/repair request forms for any safety or repair deficiencies on buses via Transportation Manager and/or Transportation Supervisor.
4. Clean the school bus to include the interior and exterior (e.g., sweeping and mopping floor, washing and wiping down interior, mirrors, windows, seats, picking up garbage).
5. Maintain control over passengers/students as related to safety, vandalism and disruptive behavior. Includes: document, report and route any incidents on bus (e.g., disruptive behavior referrals, vandalism, safety issues, etc.) to the Transportation Manager and Principal. Vandalism in any nature should be reported immediately to the Transportation Manager's office for record and control purposes.
6. 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. No more than 1 moving violation and/or bus accidents per school year (case by case evaluation depending on severity according to LIBC personnel policies.)
7. Participate in bus driver training courses that are established by local/state and/or Lummi Education.
8. Perform basic first aid as appropriate, which may include cardio-pulmonary resuscitation (CPR).
9. Confer and resolve with school principals for inappropriate student behavior on the bus and/or confer with student's parents if needed and complete the inappropriate student behavior forms and route to appropriate authorities as outlined.

10. Willing to obtain a cellular phone, property of LIBC for emergency transportation needs and willing to be on call 24 hours for job duties that may require services to LNS during off hours.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- CDL Class "B" License with passenger and school bus endorsement
- 1-year experience as a bus driver of a commercial passenger vehicle
- **OR** at least 2-year experience as a driver of a passenger car.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to adhere to strict attendance expectations of Lummi Nation School
- Previous work experience with school students and teachers *preferred*.
- Ability to maintain strict confidentiality at all times.

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
- Obtain a CPR, First Aid and Mandatory Reporting certification and participate in annual CPR/First Aid training.
- 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.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- Academic School Year (10-month employee).
- Salary depends on qualifications.

EVALUATION

- Performance of this job will be evaluated in accordance with provisions of the LIBC Policies and Procedures and the Lummi Nation School Board on Evaluation of Professional Personnel.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> 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.