



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

Head Start (HS)

Early Learning Program (ELP)

OPEN: September 28, 2023

EXEMPT: No

SALARY: (8) \$23.05-\$25.96/hr. DOE

SHIFT: Day

LOCATION: ELP Center

DURATION: Regular Full Time (12 Month)

CLOSES: Until Filled

JOB CODE: 700

DIVISION: Education

DEPARTMENT: ELP

SUPERVISOR: Transportation Manager

VACANCIES: 1

JOB SUMMARY: Under the supervision of the Transportation Manager drive a school bus, morning and afternoon, four days a week, 10 hours per day; for Head Start classes and field trips. Assist in classrooms as a teacher assistant. Deliver breakfast, lunch, and snacks from the kitchen.

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

1. Check bus equipment for viability daily, including over-all check on all gauges and switches.
2. Complete checklist of operability of bus lights, stop arm, and crossing gate before every bus run.
3. Do an over-all check on all tires and wheels and check breaks before first day's bus run.
4. A daily check of all doors, mirrors, and windows.
5. Check the entire bus after every bus run to make sure that all children are off the bus.
6. Drive the bus with the assistance of an on-board bus monitor. Share responsibility for signing children onto and off the bus daily.
7. Ensure compliance of all Federal Head Start Standards regarding transportation, safety, and child health and safety.
8. Provide information to parents as appropriate.
9. If necessary, document symptoms of health conditions and child behavior.
10. Follow all infection control measures to prevent the spread of disease.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- A Class "C" Commercial Drivers License with passenger endorsement.
- 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:

- Knowledge of computers, data entry, and Word, and Excel.
- Upon hire, acquire First Aid and CPR certification and food handler's card.

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.
- Position requires regular contact with or control over Indian children and is therefore subject to extensive criminal background check and CAMIS check.
- Pass Commercial Driver Fitness Determination
- TB skin test
- LIBC 603 drug and alcohol use policy: Taking our using lawful prescriptions consistent with standard dosage recommendations is not prohibited behavior, but employees taking prescribed drugs which can cause drowsiness or have other behavioral side effects must inform their supervisor when they begin and when they stop taking such medication. Violations may lead to disciplinary action.
- I understand that this position, as all positions with the LIBC/LNSO and all Tribal Enterprises are subject to yearly random drug and alcohol screening/testing and testing following any on the job injury or when a supervisor reasonably believes an employee is unfit for duty.
- I further understand that this position is considered a Safety and Security Sensitive position and is subject to annual testing.
- In addition to annual testing, I also understand that if I refuse to test or test positive, I will be subject to Section 4 of the LIBC Alcohol and Drug Free Workplace Policy, including possible termination from employment.

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.

