



# 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:** Temporary Bus Driver  
Head Start (HS)  
Early Learning Program (ELP)

**OPEN:** January 18, 2018

**EXEMPT:** No

**SALARY:** \$16.50 to \$18.48 per hour DOE

**SHIFT:** Day

**LOCATION:** Early Learning Center

**DURATION:** Temporary

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Early Learning

**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 days 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 on a daily basis.
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
- Possess Class "C" Commercial Drivers License with passenger endorsement.
- 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 Aide and CPR certification, mandatory reporter training 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.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.

**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](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.