



Lummi Early Learning Program
2645 Kwina Road Bellingham, WA 98226

Teen Parent Child Development Program* Lummi Nation Child Development Center
Early Head Start* Head Start* ECEAP

JOB ANNOUNCEMENT

JOB TITLE: Bus Driver

OPEN: October 22, 2025

EXEMPT: No

SALARY: Education Salary Scale

SHIFT: Days, hours assigned

LOCATION: ELP Center

DURATION: Regular Full Time 12 mo.

CLOSES: Until Filled

JOB CODE: 700

DIVISION: Education

DEPARTMENT: Early Learning Program

SUPERVISOR: Transportation Manager

VACANCIES: 1

JOB SUMMARY: Drives a school bus for morning and afternoon routes five days a week, for Head Start classes and field trips. Assist in classrooms as a teacher assistant or throughout the building where needed between bus routes.

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

1. Check bus equipment for viability daily, including overall 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 overall 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.
11. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- A Class "C" Commercial Driver's License with passenger & School Bus 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:

- Ability to work with students from a variety of backgrounds, developmental and physical abilities.
- Strong problem solving and organizational skills with the ability to work with minimal supervision.
- Ability to be culturally sensitive with the Lummi Nation Community.
- Demonstrate evidence of strong communication skills (verbal, written, and electronic formats) and ability to work as part of a team with colleagues, parents, and children.

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.

- Pass Commercial Driver Fitness Determination.
- TB skin test
- LIBC 603 Drug and Alcohol Use Policy: Taking or 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.
- I have discussed the above outlined job duties with my immediate supervisor and understand that these duties will serve as the basis for performance evaluations in the future.

TERMS OF EMPLOYMENT:

- All elements of this job description apply.
- 12-month Full-Time Employee
- 90 Day Probationary evaluation period applies.

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.