



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: Transit Operator Maintenance
Lummi Transit and Transportation (LT&T)
Planning and Public Works (PPW)

OPEN: June 22, 2026

EXEMPT: No

SALARY: (9) \$26.48 - \$29.82/hr. DOE

SHIFT: Rotating 7 days M-S

LOCATION: Tribal Administration

DURATION: Regular Full Time

GRANT ENDS: 6/30/27

CLOSES: June 29, 2026

JOB CODE:

DIVISION: LT&T

DEPARTMENT: PPW

SUPERVISOR: Transportation Operations Mgr.

VACANCIES: 1

JOB SUMMARY: This position is considered an “essential employee” responsible for the safe, reliable, and efficient operation of the transit vehicle used on the public transportation system. Transit Operators will provide coverage to regularly scheduled fixed route service and assist on other routes as assigned to serve the Lummi Community. Transit Operator Maintenance is under the general supervision of the Lummi Transportation Operations Manager with the purpose and goal of maintaining the transit fleet and facilities, including but not limited to washing, maintaining, and procurement of transit vehicles, equipment, tools, and supplies. Position will assist the Transportation Operations Manager as assigned.

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

1. Drive in a safe and legal manner, and in compliance with all regulations and rules of the road.
2. Operate a Lummi Transit vehicle to the general public on established routes.
3. Comply with all established Lummi policies (Transit, Procedure Manual, and LIBC Regulations).
4. Complete the “Transit Mileage & Gas Log” and “Shift Inspection Checklist” forms every time a Lummi Transit Truck or bus is used and turn in.
5. Shall **NOT** take any prescriptions or over the counter medicines, herbal supplements, or any legal or illegal substance which may impair his/her driving.
6. Shall **NOT** perform any mechanical work on the BUS without the Transportation Operations Manager permission.
7. Follow all procedures outlined by LIBC in the event of accident, ticket, or incident and report it promptly (within 24 hours) pursuant to LIBC policies.
8. Driver shall keep Lummi Transit vehicle on designated route when vehicle is off the reservation, except for approved purposes by Transportation Coordinator.
9. Driver will clean vehicle at beginning and end of each shift per “Shift Inspection Checklist”.
10. Responsible for proper securing of passengers and mobility devices.
11. Promote good passenger relations through courteous treatment of passengers and providing information regarding system operations.

12. Operate a vehicle in accordance with prescribed routes and time schedules while following established safety and operational policies and procedures when picking up and delivering passengers at regular stops and assists passengers boarding and disembarking from vehicle as needed.
13. Interface with the prior/next operator when relieving or being relieved on shift.
14. Maintain continual attendance at the vehicle (except for scheduled breaks), to ensure the security and safety of vehicle and passengers, for radio/phone connection with dispatch and other transit drivers, and to provide system information to inquiring passengers.
15. Assist in scheduling Transit Operators and schedules.
16. Assist with Transit phone calls and dispatching with transit operators.
17. Assist in the LIBC motor pool and Enterprise Fleet vehicles.
18. Coordinate and dispatch requests for GSA maintenance due from GSA lists.
19. Coordinate the pick-up/delivery of vehicles to/from department and GSA.
20. Clean all exterior and interior surfaces of all Transit buses, Motor Pool and GSA vehicles according to provided checklists and maintains daily logs of cleaning activities on unit.
21. Inspect transit buses, operational equipment, and supplies aboard each bus according to provided checklists and stocks items or makes notes of defects.
22. Clean, organize, and maintain Transit parking Bus Wash area and storage facility.
23. Maintain Transit Parking Lot ensure all trash and debris are picked up daily.
24. Will not perform mechanical work on the bus without supervisor permission.
25. Regularly complete inventory of transit supplies and notify Transportation Operations Manager of any necessary supplies.
26. Maintain and repair all off-site transit facilities including erecting signage and schedules, repairing shelters or benches, clearing brush, and collecting trash.
27. Interface with operators/office staff daily to coordinate vehicle cleaning and assignments.
28. Ensure all drivers buses are fully stocked.
29. Involved in on-going organization training on issues related to the position (e.g. CPR/First Aid, Passenger Relations, etc.) and assists in training of transit operators.
30. Report regularly to Transportation Coordinator.
31. Record and report on transit schedule adherence.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1 year experience driving a commercial motor vehicle, *preferred*
- Must possess and maintain valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- ***If applicant possesses CDL these will apply:***
 - Valid Washington State Driver's License at time of hire and Valid Washington State Commercial Driver's License (CDL) Class C or higher and meet eligibility requirements for tribal insurance, *is preferred*
 - Passenger (P) Endorsement on CDL preferred, must be able to secure within 30 days of being hired.
 - Valid Department of Transportation (DOT) medical certificate.
 - Applicant must be at least 21 years of age at time of application
- 5 years general driving experience
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to safely operate a transit vehicle under all conditions of weather, roadways, and traffic while successfully dealing with passengers, route and schedule requirements.
- Ability to multi-task in (what can sometimes be) a high-stress environment.

- Ability to gain operational knowledge of the Lummi Transit system (Routes and Vehicles).
- Knowledge of traffic laws and safety rules applicable to the transportation of passengers.
- Ability and willingness to maintain a courteous, professional approach when dealing with the public even when problems arise.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with employees at all levels of the organization, outside agencies, and with the general public.

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.
- Applicants must have an acceptable driving record (in accordance with the LIBC personnel policy and must submit a five (5) year driving abstract).
- Must pass a Washington State Patrol background check (in accordance with RCW 43.43.830 through 43.43.840, Child/Adult Abuse Information Act.)
- Previous drug and alcohol test results, refusals to test, and other violations of DOT drug and alcohol testing regulations will be requested from DOT-regulated employers who employed the applicant during any period during the two years before the date of application. In compliance with 49 CFR Part 40.25 and Subpart O, if information is obtained that an employee has violated a DOT agency drug and alcohol regulation, the employee will not be hired unless information is obtained that the applicant has complied with the DOT return-to-duty requirements.
- Must have a current Adult CPR/AED, Infant CPR, and First Aid Certification card or must be able to gain certification within 30 days of hire.
- Attend on-going training on issues related to the position (e.g. CPR/First Aid, Safety, Wheelchair Securement, Customer Service, etc.) and assist in training new drivers.
- Must maintain strict confidentiality at all times.
- Must be willing to workday or evening shifts.
- Must maintain punctual and regular attendance to provide dependable service to the public.

PHYSICAL REQUIREMENTS:

- Physical Ability to perform essential job functions including, but not limited to, sitting for extended periods of time, standing, walking, stopping/bending, pushing/pulling (approximately 20 lbs.), lifting (approximately 30 lbs.), and climbing (stairs).
- Has distant vision acuity of at least 20/40 (Snellen) in each eye without corrective lenses or visual acuity separate corrected to 20/40 (Snellen) in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.
- Hearing unimpaired or correctable to minimum requirements of Section 391.41 CDL Physical Standards.
- Full and complete use of all limbs to operate coach controls.
- No history of cardiovascular impairments or related disease.
- Meets all other minimum requirements of Section 391.41 CDL Physical Standards.
- Must be able to comfortably and safely board, sit in and maneuver throughout vehicle.
- Must be able to operate the ADA lift.

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.