



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: Transportation Manager
Early Learning Programs (ELP)

OPEN: July 3, 2019

EXEMPT: No

SALARY: \$20.07- \$22.39

SHIFT: 10 hrs per day/40 hrs. per week

LOCATION: ELP Center

DURATION: Regular Full Time

CLOSES: July 19, 2019

JOB CODE:

DIVISION: Education

DEPARTMENT: ELP

SUPERVISOR: Early Learning Director

VACANCIES: 1

JOB SUMMARY: Under the supervision of Early Learning Director, this position will be responsible to ensure transportation needs are met daily and in a safe manner. And that transportation meets Federal and State regulations. Also acts as Teacher or Teacher Assistant in the classroom to assist in teaching lesson plans.

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

1. Collaborate with staff to plan and assign bus routes.
2. Supervise bus drivers for daily and weekly tasks, ensuring compliance with all Federal and State regulations.
3. Develop and coordinate trainings for bus drivers and bus monitors.
4. Communicate effectively with parents and children.
5. Analyze routes weekly to ensure they meet the boundary standards.
6. Determine if all transportation times are meeting performance standards and guidelines.
7. Analyze transportation routes to ensure they are efficient and effective.
8. Coordinate parents and employees to ensure complete and accurate routes daily.
9. Must communicate daily with all drivers and supervisor.
10. Make sure vehicles are fueled for daily use, monitor mileage and fuel levels.
11. Maintain vehicles as needed; retain a vehicle log for annual costs.
12. Maintain records to ensure cleaning of buses.
13. Develop meeting agendas and facilitate meetings with bus drivers and/or monitors.
14. Develop a training curriculum and train all staff in safety guides and fire drill practices.
15. Obtain a Child Development Associate (CDA) Credential and teach a class when necessary.
16. Meet with management team bi-monthly.

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.
- 3 years supervisory experience

- 3 years transportation management experience.
- Experience in working with Child Plus data base.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of computers, data entry, and Word, and Excel.
- Must type 40 words a minute.
- Record keeping and organizational skills.
- Must enjoy working with children and families.
- Must be culturally sensitive.
- Must be able to work in an atmosphere of open communication with all staff members.
- Work as a team member.

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 and driver's physical bi-annually.
- First aid and CPR training annually.
- Food Handlers training every two years.
- Must have the ability to lift 40 lbs (equivalent to a 4 or 5 year old child) unassisted, willing to interact with children at their level.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/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.