



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Leonard Alan Roy

DISTRICT I Raymond Auginaush, Sr. DISTRICT II Kathy Goodwin DISTRICT III Cheryl "Annie" Jackson

Job Announcement

Position: Bus Driver

Location: Circle of Life Academy

Pay: \$20.42/hr.

Benefits: Full

Open: 12-27-21

Close: Until filled

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for performing skilled work in the operation of light and heavy school buses in order to transport students to and from school.

- Ensures the safety and well-being of children and adults being transported to and from Circle of Life Academy, sporting events and on field trips.
- Completes a comprehensive written inspection of the bus daily, reporting any conditions of concern to the Transportation Coordinator, before transporting children.
- In consultation with the Transportation Coordinator, develops and follows efficient and safe written bus routes.
- Operates bus in such a way that road and safety regulations are always followed; reports any traffic violations to the Transportation Coordinator immediately.
- Regulates heating equipment and ventilation of bus for comfort of passengers.
- Follows safe bus loading and unloading procedures.
- Follows procedures to guarantee no child is left alone on bus without adult supervision at any time, including insuring all children have departed bus at the end of all bus routes (morning, evening and during field trips or other special trips).
- Always maintains discipline on the bus.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Circle of Life Academy.
- Ability to operate a bus in a safe and economical manner.
- Ability to understand and carry out instructions.
- Ability to perform work requiring good physical condition.
- Ability to relate to students, parents, and school personnel.
- Ability to complete various forms and records, including updated route sheets, time sheets, field trip forms, incident and accident reports, etc.
- Knowledge of operation of CB radio and/or cell phone.
- Ability to write reports, and/or procedure manuals.
- Skilled and the ability to interact with students and personnel with tact and diplomacy.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

- Valid Commercial Driver's License with Passenger and School Bus Endorsement or able to obtain upon hire.
- Current Medical Examiner's Certificate.
- First Aid/CPR Certification, or ability to obtain within 6 months.
- Must be able to pass a criminal background check and drug screening.

Mail Applications to:

White Earth Tribal Council

Attention: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.