



Spirit Lake Tribe
0-5 Head Start Program

Box 89 Fort Totten, North Dakota 58335
Voice 701.766.4070 * Fax 701.766.1357

JOB DESCRIPTION

POSITION TITLE: Bus Driver/Maintenance Personnel (2 Positions)
PROGRAM: Spirit Lake Head Start 0-5 Program
REPORTS TO: Transportation/Maintenance Supervisor
OPENING DATE: January 18, 2011
CLOSING DATE: Until Filled
SALARY: Depends On Qualifications

QUALIFICATIONS:

1. CDL (Commercial Driver's License)
2. Knowledge of Federal, State, and Tribal Safety Regulations
3. Prefer High School Diploma or GED
4. Current Medical Exam including TB testing
5. MUST COMPLY WITH BACKGROUND INVESTIGATION AND DRUG TESTING
6. Must not have any child abuse/neglect convictions
7. CURRENT CPR/1st AID CERTIFICATION

PREFERENCES FOR HIRING CONSIDERATION:

1. Qualified current or former HS/EHS parent
2. Qualified Indian Applicants

POSITION PURPOSE:

Responsible for the safe and efficient delivery of students to and from the Centers. Provide maintenance for the centers to provide a safe and secure environment for the children. MUST COMPLY WITH USDA GUIDELINES. ADHERES TO PERFORMANCE STANDARDS AND TRIBAL PERSONNEL POLICIES.

SPECIALIZED COMPETENCIES:

1. Maintain a daily schedule for pick-up and delivery of children
2. Conduct daily pre- and post-trip checks to maintain vehicle in safe condition
3. Clean vehicle daily
4. Maintain fuel and mileage records in compliance with program policy
5. Keep accurate records of children/parents utilizing program transportation
6. Transport meals to classroom sites, as needed
7. Conduct pre-use playground safety check daily
8. Assist in instructing children in safety check daily
9. Conduct evacuation drills
10. Maintain lawn and grounds in neat and safe order
11. Comply with maintenance requests as directed by the Transportation/Maintenance Supervisor
12. Assist in maintaining sanitary and safe classroom/common area environment
13. Provide routine maintenance for equipment according to routine maintenance schedule
14. Participate in regular scheduled team meetings to plan for and deliver collaborative services across all components
15. Deliver supplies to the classrooms

Submit Completed Applications to:
Human Resources Department
P.O. Box 359
Fort Totten, ND 58335