

# Vacancy



**CANKDESKA CIKANA  
COMMUNITY COLLEGE**

*Spirit Lake Tribe*

<b>Position Title:</b>	<b>Head Start Bus Driver/Maintenance (Full-Time)</b>
Supervisor:	Head Start Bus Driver/Maintenance Supervisor
Opening Date:	September 30, 2021
Closing Date:	Open Until Filled
Salary:	DOQ

## **QUALIFICATIONS:**

- Minimum of High School Diploma or GED required.
- Submit a ND Department of Transportation Driver's license with a Class B or Class C with a passenger endorsement to drive a school bus and a clear driving record.
- Must pass a Department of Transportation physical examination prior to beginning employment and annually each fall before classes begin. This exam must include screening for tuberculosis.
- Must maintain CPR and First Aid certification.

## **JOB DUTIES & RESPONSIBILITIES:**

- To develop, review and implement timely and efficient bus routes for children.
- Observe all traffic regulations and maintain safe driving speed at all times, under all conditions, as well as maintain order and safety on all trips.
- Ensure that other monitors/adults who accompany you on the bus route assist to manage the children's behavior, assist with attendance, and check to make sure that no child is left unattended on a bus.
- Always assure the child (ren) is left with an appropriate representative or return the child to the Head Start Center if no one is home.
- Report any accident to the Head Start office and law enforcement, complete all report forms.
- Responsible for the bus maintenance, cleaning, repairs, mileage and HS program regulation reports and transportation performance standards.
- Responsible for bus garage maintenance and organization of products and storage.
- To implement maintenance/cleaning assignments for the Head Start buildings, grounds and playgrounds.
- To implement the transport of program food, supplies and equipment as assigned by supervisor.
- To implement inventory control and data reports as identified.
- To ensure all certifications, licenses and trainings are current and renewed timely to meet the HS Performance Standards and ND Department of Transportation requirements.
- To transport bus(s) and vehicles for maintenance, repairs and ensure safety/travel logs are completed and reported as directed.
- To ensure all security, academic and playground equipment are set up as identified in the Head Start Performance Standards.
- To follow Head Start program confidentiality policies concerning information about children, families or other staff.
- Participate in increasing knowledge of Dakota Culture and language.
- Other duties as assigned.

**Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.**

---

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to [sheri.diehl@littlehoop.edu](mailto:sheri.diehl@littlehoop.edu)

Visit our website [www.littlehoop.edu](http://www.littlehoop.edu) for an online application

