

JOB DESCRIPTION

Position Title	Bus Driver Substitute/On-call
Supervisor	Superintendent
Department	Tribal School
Location	DeSmet, Idaho
Compensation	DOE; non-benefited

Summary of Duties and Responsibilities

To transport students to and from the Coeur d'Alene Tribal School on scheduled school days and field trips, and to ensure the safety of the student passengers while in a school vehicle. Provides daily cleaning and minor repairs of the Tribal School vehicles. Inspects the buses daily and handles cleaning to ensure safety and cleanliness. Responsible for coordinating the implementation of the bus services agreement with the Coeur d'Alene Tribal School district. Maintains transportation records. Participates in child development training workshops and in-service training activities as needed. Maintains First Aid kits in buses, ensuring their contents meet requirements. Carries out light maintenance duties as assigned. Conducts First Aid and CPR on Tribal School children in emergency situations. Follows all Tribal School Performance Standards and guidelines. Other related duties as assigned to meet the Tribal School performance standards and to promote the efficiency and effectiveness of the Coeur d'Alene Tribal School.

MINIMUM QUALIFICATIONS:

1. Have a valid Idaho commercial driver's license (CDL), at the time of application and during employment, with the following endorsements:
 - a. (P) Passenger,
 - b. (S) School Bus, and
 - c. Air brake endorsements, or able to obtain prior to official hiring.
2. Must support the Coeur d'Alene Tribe's: vision, mission, and core values per CdA Resolution 015(2020)
3. Must have received full COVID19 vaccination at time of application – attach vaccination card.
4. COVID19 booster is required according to the timeline established by the CDC – attach vaccination card.
5. Comply with all other Health policies established by the Tribe or department, including the annual flu shot.
6. One or more years' experience driving and maintaining buses, preferred.
7. One or more years' experience working with young children, preferred.
8. Must have clean driving record, at time of application and during employment.
9. Must pass, at minimum, an in-depth background investigation prior to employment according to the following: §25 CFR 12 Part 32, §25 CFR 63 Part 17, and Public Law 101-647.

10. Must have the ability to establish and maintain proper student control on school vehicle at all times.
11. Ability to perform strenuous physical activity.
12. Must have First Aid and CPR certification within two-weeks of hire, and constantly maintained during employment.
13. Excellent interpersonal communication skills (orally and in writing).
14. Must have current Department of Transportation physical examination, (DOT card) and maintain during employment.
15. Must have an annual physical and TB screening/test, and annually thereafter.
16. Must have reliable transportation to and from work.
17. Knowledge of basic office skills.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe.

The Coeur d'Alene Tribe reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the Coeur d'Alene Tribe are subject to a 6-month orientation period.

To apply, **submit a Tribal School Application, resume, COVID19 vaccination proof/card, and signed position description no later than 4:00 pm on the closing date to:** Human Resources Department, P.O. Box 408, Plummer, ID 83851. For more information, visit our website at www.cdatribe-nsn.gov

Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Return this job description with the application and your resume.

Application packets are not maintained after the position is filled. A new application is required for each position applied to.

Applicant Signature

Date