

**NORTHERN CHEYENNE TRIBE**  
**\*\*\*JOB ADVERTISEMENT\*\*\***  
**HEAD START PROGRAM**

**POSITION:** Bus Driver/Janitor (4 Positions)

**SALARY:** D.O.E.

**SUPERVISOR:** Transportation Manager

**OPENING DATE:** March 5<sup>th</sup> 2018

**CLOSING DATE:** March 9<sup>th</sup> 2018

**HOW TO APPLY:**

- 1) Submit a current NCT application.
- 2) A copy of High School Diploma & GED is required.
- 3) Copy of CDL, MVR Driving Record.
- 4) DOT Physical, TB Test and Hepatitis B vaccination.
- 5) Applicants must be able to pass a background check and drug test.

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

**SUMMARY OF WORK:** Provides safe transportation to and from school for Head Start children. Assures Head Start Centers are clean and sanitary.

**JOB REQUIREMENTS:**

**Knowledge:** This position requires a general knowledge of adequate mechanical skills for vehicle maintenance and emergency troubleshooting. A general knowledge of office practices and procedures. Knowledge of community, addresses, and safe bus driving practices. Must be able to attend training to keep bus safety endorsements current.

**Skills:** This position requires skills in scheduling and communicating with fellow employees and the general public. Skills required in operating a bus safely and interacting with small children.

**Abilities:** This position requires the ability to: operate passenger buses in a safe manner; adhere to standards of safety; keep accurate records, make decisions; implement guidelines; retain a positive attitude; communicate effectively and orally and in writing; completes tasks in a competent and timely manner; follow verbal manner and written instructions; perform moderate physical activity; dependable; organize time wisely; work as part of a team; establish working relationships with fellow employees, supervisors, and the general public.

**EDUCATION AND EXPERIENCE:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma or GED required.
- Must possess a valid Montana Commercial Driver's License and passengers endorsement.
- Must be insurable.
- Current First Aide and CPR card preferred.
- Pass an annual physical examination and TB Skin test.
- Must have experience in cleaning and using janitorial supplies.