

**NORTHERN CHEYENNE TRIBE  
HEAD START PROGRAM**

**POSITION:** Bus Driver

**SALARY:** \$17.21

**SUPERVISOR:** Transportation Manager

**OPENING DATE:** 11/10/22

**CLOSING DATE:** 11/30/22

**HOW TO APPLY:**

- 1) **Submit a current NCT application.**
- 2) **A copy of High School Diploma & GED is preferred.**
- 3) **Copy of CDL, MVR Driving Record.**
- 4) **DOT Physical, TB Test and Hepatitis B vaccination.**
- 5) **Copy of Background Check or Receipt of money order submitted to Tribal Court (\$10.00)**
- 6) **Must be able to acquire First Aide/CPR training upon hire**
- 7) **Copy of Photo ID and Social Security Card**
- 8) **Applicants must be able to pass a background check and drug test.**

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**  
**SUBMIT APPLICATION TO DENISE SWANK, PERSONNEL OFFICER**

**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 preferred.
- 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.