



UNITED INDIANS
OF ALL TRIBES FOUNDATION

Daybreak Star Indian Cultural Center
Post Office Box 99100, Seattle, WA 98139
Phone: (206) 285-4425 Fax: (206) 282-3640

JOB TITLE:	Daybreak Star Preschool Bus Driver		
PROGRAM:	Daybreak Star Preschool	FLSA STATUS:	Non-exempt
LOCATION:	Daybreak Star Indian Cultural Center	WORK SCHEDULE:	M-F, 30 hours
REPORTS TO:	Program Manager	PAY RANGE:	DOE

The United Indians of All Tribes Foundation is a non-profit organization working to provide vital social, cultural and education services to Seattle’s American Indian/Alaska Native community.

We are seeking a unique individual to provide leadership and support to the City of Seattle funded Daybreak Star Preschool. Candidates must be able to demonstrate experience, skills and commitment to anti-bias and culturally relevant best practices and integrating indigenous knowledge into early education.

The Preschool Bus Driver will be expected to safely transport children in a bus or van from one loving, education environment to another. It is also to be expected the bus driver ensures the safety of each student and maintenance of the vehicle on a regular basis. The Preschool Bus Driver works with the Lead Teacher, Teacher Assistant and Program Manager.

Purpose: The Preschool Bus Driver has the primary responsibility for ensuring the health, safety and welfare of the children, staff and volunteers during bus transportation to and from the school and on field trips. It is also the responsibility of the Preschool Bus Driver to guarantee the bus is clean in proper working condition at all times; determine and follow safe and efficient bus routes; ensure all children are in age appropriate child safety restraints; assist in ensuring child/staff ratio is maintained on the bus; maintain all transportation records as required; ensure bus evacuation drills are held monthly. At times the Preschool Bus Driver also acts as a link between parents and the Daybreak Star Preschool.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures the safety and well-being of children, and adults, being transported to and from the Daybreak Star Preschool and sanctioned field trips.
- Arrange for an annual state inspection of the bus(es) before the program begins to transport children; with prior approval, initiates purchases and/or repairs are made per state inspection requirements.
- Complete comprehensive written inspection of the bus daily, reporting any conditions of concern to the appropriate staff, Program Manager or Director,
- Perform minor maintenance duties such as keeping the bus clean.
- Ensure the bus is kept safe and secure when not in use.
- Advise supervisor and/or appropriate staff of any requirements for maintenance or repairs.
- Pick up and deliver students per set schedule Ensure students are safely placed in their appropriate seat and properly buckled in.

- Take attendance on the school bus.
- Ensure students are aware of rules and responsibilities as passengers.
- Maintain order and discipline on the school bus.
- Make note of any behavioral or disciplinary problems.
- Perform other related preschool duties.

QUALIFICATIONS:

- The school bus driver is required to have a Class B or Class C CDL license with a passenger and school bus driver endorsement.
- Knowledge of highway and school bus regulations.
- Knowledge of how to deal with children and children with special needs.
- Knowledge of scheduling, record keeping and maintenance record keeping.
- Ability to operate a school bus in a safe and responsible manner.
- Applicant must pass a background investigation, including relevant criminal history.
- Applicant must have a valid driver’s license and auto insurance.

AMERICANS WITH DISABILITY SPECIFICATIONS

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions.

The noise level in the work environment is usually moderate.

CONFIDENTIALITY

This position may have knowledge of confidential personal information regarding others. The contractor will be required to sign a Confidentiality Agreement.

JOB POSTING DATE: 7/17/18 Internal Job Posting: 7/17/18 Circulation to the Public: 7/20/18 CLOSING DATE: When suitable applicant hired	APPLICATION PROCEDURE Submit cover letter and resume to: Email: jobs@unitedindians.org
	APPLICATIONS FOR EMPLOYMENT can be obtained at: Daybreak Star Indian Cultural Center: Becky Simmons, Human Resources Or http://www.unitedindians.org/get-involved/jobs/
<i>United Indians of All Tribes Foundation is an Equal Opportunity Employer</i>	COMPLETED APPLICATIONS SUBMITTED TO: jobs@unitedindians.org , or Attention: Becky Simmons, Human Resources United Indians of All Tribes Foundation Daybreak Star Indian Cultural Center PO Box 99100; Seattle, WA 98139 Fax: (206) 282-3640