



# WHITE EARTH RESERVATION

**CHAIR** Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy  
**DISTRICT I** Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

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## Job Announcement

**Position:** Substitute Bus Driver  
**Location:** W.E. Circle of Life Academy  
**Pay:** \$15.00/hr.

**Benefits:** None

**Open:** 10-22-18  
**Close:** 10-26-18  
**Status:** Part Time

The White Earth Reservation Tribal Council is seeking a qualified candidate to be responsible for skilled work in the operation of light and heavy school buses in transporting students to and from school.

- Regulates heating equipment and ventilation of bus for comfort of passengers.
- Drives carefully and in compliance with traffic regulations.
- Assumes responsibility for the safety of students in loading, unloading, and transporting to and from school.
- Instructs students in safety precautions and practices.
- Signals student's when to cross street or highway.
- Assures students are safely across upon departure from bus.
- Maintains discipline.
- Inspects and cleans bus.
- Reports defects or vehicle problems to Transportation Coordinator.
- Assures bus meets regular maintenance schedules.

### Knowledge, Skills & Abilities:

- Knowledge of traffic and highway safety rules and regulations.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Circle of Life Academy policies and procedures.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyle.
- Ability to operate a bus in a safe and economical manner.
- Ability to understand and carry out instructions.
- Ability to perform work requiring good physical condition.
- Ability to relate to students, parents, and school personnel.
- Ability to complete various forms and records, including updated route sheets, time sheets, field trip forms, incident and accident reports, etc.
- Knowledge of operation of CB radio and/or cell phone.

### Qualifications include:

- Valid Commercial Driver's License with Passenger and School Bus Endorsement or able to obtain upon hire.
- Current Medical Examiner's Certificate.
- First Aid/CPR Certification or ability to obtain within 6 months.
- Must be able to pass a criminal background check and drug screening.

Mail Applications to:  
White Earth Tribal Council  
Attention: Personnel  
P.O. Box 418  
White Earth, MN 56591

Download Applications at: [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native Preference  
A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.  
Background Checks performed*