



CIRCLE OF LIFE ACADEMY

35223 Mission Road
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White Earth, MN 56591
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"Our Circle of Life Academy is immersed in Anishinaabe Mino-Bimaadiziwin for our children and community while providing the highest quality of education"

Job Announcement

Position: Substitute Bus Driver

Open: 12-06-2023

Location: W.E. Circle of Life Academy

Close: Until filled

Pay: 125.00 per route

Benefits: None

Status: On-Call

Circle of Life Academy is currently seeking a qualified applicant who will be responsible for performing skilled work in the operation of light and heavy school buses to transport students to and from school, field trips, sporting events when needed.

Outcomes:

- Ensures the safety and well-being of children and adults being transported to and from Circle of Life Academy, sporting events and on field trips.
- Completes a comprehensive written inspection of the bus daily, reporting any conditions of concern to the Transportation Coordinator before transporting children.
- In consultation with the Transportation Coordinator, develops and follows efficient and safe written bus routes.
- Operates the bus in such a way that road and safety regulations are always followed; report any traffic violations to the Transportation Coordinator immediately.
- Follows safe bus loading and unloading procedures.
- Follows procedures to guarantee no child is left alone on the bus without adult supervision at any time; ensuring all children have departed the bus at the end of all routes.
- Maintain discipline on the bus.

Knowledge, Skills & Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee and Circle of Life Academy.
- Ability to operate a bus in a safe manner.
- Ability to understand and carry out instructions.
- Ability to perform work requiring good physical condition.
- Ability to complete various daily forms and records.
- Knowledge of operation of CB Radio and or cell phone.
- Skilled and the ability to interact with students and personal with tact and diplomacy.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.

Qualifications include:

- Valid commercial drivers license with passenger and school bus endorsement.
- Current medical examiners certificate.
- First aid/CPR certification and or ability to obtain within 6 months.
- Must be able to pass a criminal background check and drug screening.

Send applications to:

Circle of Life Academy
Attn: Human Resources
P.O. Box 447
White Earth, MN 56591

Download applications at: circleoflifeacademy.org