

## Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of:

**Title:** Bus Driver/Classroom Assistant

**Reports To:** Director / Deputy Director

**Location:** Yreka or Happy Camp Center

**Salary:** \$12.00 -\$16.00 per hour, DOE

**Summary:** Under the general supervision of the Director/Deputy Director and as a part of the Head Start team, the bus driver has the primary responsibility for ensuring the health, safety and welfare of the children, and adults during bus transportation to and from the center and on field trips. It is also the role of the bus driver to communicate appropriately with children/parents/guardians, family members, and staff; guarantee that the bus is clean and 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 and provide day to day guidance to the bus Monitor; maintain all required transportation records; ensure bus evacuation drill are held as required; shall assist in the classroom as directed; shall complete reports and data entry as required.

**Classification:** Full-Time, Non- Exempt, Non-Entry Level

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/)  
If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check. The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy.**

Individuals interested in applying for this position must submit an employment application to the Happy Camp Human Resources Office, **Open Until Filled.**

Please mail employment applications to Karuk Tribe, PO Box 1016, Happy Camp, CA 96039, ATTN: Human Resource Director; fax them to (530) 493-1611; or email to [dlbernal@karuk.us](mailto:dlbernal@karuk.us) by the deadline listed.

## **Position Description**

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**Summary:** Under the general supervision of the Director/Deputy Director and as part of the Head Start team, the bus driver has the primary responsibility for ensuring the health, safety and welfare of the children, and adults during bus transportation to and from the center and on field trips. It is also the role of the bus driver to communicate appropriately with children/parents/guardians, family members, and staff; guarantee that the bus is clean and 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 ration is maintained on the bus and provide day to day guidance to the bus Monitor; maintain all required transportation records; ensure bus evacuation drill are held as required; shall assist in the classroom as directed; shall complete reports and data entry as required.

### **Responsibilities:**

1. Inspect school bus daily at the beginning of each AM bus route using approved bus inspection sheet and ensure that the bus has sufficient fuel, all first aid supplies and safety equipment has been inventoried, communication device (cell phone, two-way radio) is in proper working order, and the bus is clean and free of debris. Report any concerns to the Director/Deputy Director before transporting children. Provide all inspection sheets to the designated person as required.
2. In coordination with the Director/Deputy Director or California Highway Patrol, develop and follow efficient and safe bus routes that ensure no child will be on the bus for more than one hour.
3. Ensure the safety and well-being of children and adults being transported to and from the program and on field trips. This includes working with the Bus Monitor to ensure all children are in appropriate child safety restraints at all times during transportation, aisles remain clear and emergency exits remain unobstructed at all times.
4. Follow all procedures to guarantee no child is left alone on the bus without adult supervision at any time, including insuring all children have departed the bus at the end of all bus routes (morning, afternoon, and during field trips or other special trips).
5. Provide oversight for the Bus Monitor and with the assistance of the Bus Monitor, ensure that child/staff ratios are maintained on the bus at all times and that safe bus loading and unloading procedures are followed.
6. Follows all procedures including signing children on and off of the bus, delivering them to the school or to persons authorized in writing by the parent/guardian and shall communicate with parents/guardians and family members in an appropriate manner at all times.
7. Arrange for and ensure accurate completion of all required inspections, maintenance and repairs

and provide documentation to the Director/Deputy Director as required.

8. In coordination with the Bus Monitor and Teachers, shall ensure bus evacuation drills are completed as required and accurate documentation is submitted to the Director/Deputy Director.
9. In the event of an accident, assures that medical emergency procedures are followed; completes a written accident report as may be required law enforcement and in accordance with Karuk Head Start policies.
10. Assist in the supervision of children in the classroom, bathroom, on the playground, and on field trips as needed.
11. Assist in the preparation of lesson plans for field trips and other activities related to the school bus.
12. Report suspicions of physical, social and emotional abuse or neglect of children to the Director and/or Deputy Director and the appropriate county agency and/or law enforcement agency.
13. Shall be available for local and out of area travel for job related training, conferences or workshops. Shall attend all required meetings and functions as requested.
14. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

**Qualifications:**

1. Cultural Competency: Ability to work effectively with Native American people in culturally diverse environments and have some knowledge of the Karuk culture.
2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication with children and parents is purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures, and is knowledgeable of the Head Start Program Performance Standards.
3. Teamwork: Strives to be “solution-focused” and presents challenges with recommendations for solutions that best meet the needs of Karuk Head Start children, parents, and staff. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change.
4. Program Support: Supports, cooperates and assists to meet the goals of all components of the Karuk Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with parents and staff.
5. Professional Development: Participates in ongoing professional development including required bus driver training and meetings, conferences and workshops as determined by the Head Start Director and/or Deputy Director.

**Requirements:**

1. Must possess a valid Class B driver’s license with a passenger endorsement, current school bus driver certificate, good driving record, and be insurable by KCDC’s carrier. Employee will be subject to random drug testing as per California law.

2. Must have a minimum of a CDA (Child Development Associate) or enrolled in a CDA credential program to be completed within two years, or enrolled in a program that will lead to an Associate Degree (as per Head Start regulations). A combination of training and/or experience which demonstrates a potential to perform the duties of the position will be considered.
3. Must be certified or able to be certified in First Aid and Child CPR within 30-days of hire and must have the ability to be recertified as required.
4. Must sign and adhere to the Karuk Head Start Handbook, Employee Conduct and Confidentiality Statement, and the Karuk Tribe Personnel Policies.
5. Must be able to bend over, squat, lift, and carry up to 50lbs.
6. Must successfully pass a TB test (with negative result), pre-employment drug and alcohol screening test, and a fingerprint criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Veteran's Preference:** It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

**Policy Council Approved:** 10/17/2016

**KCDC Approved:** 10/17/2016

**Tribal Council Approved:** 10/27/2016

**KCDC Chair Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chairman's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_