



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •



## Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368

**JOB TITLE:** Quileute Head Start Bus Driver  
**SUPERVISOR:** Head Start Director  
**ORGANIZATION:** Quileute Tribe  
**LOCATION:** La Push, WA  
**SALARY:** \$18.35 - \$24.67 per hour  
**Open:** August 26, 2021  
**CLOSES:** Until Filled

### Duties and Responsibilities:

- Picks up and delivers children safely to and from school and school to home
- Responsible for keeping bus clean and in good running condition
- Instructs children on bus safety and rules
- Attends all pre-approved workshops regarding bus safety and driving training
- Keeps monthly mileage records and daily pre-trip inspection records
- Works effectively with parent volunteers
- Coordinates all maintenance and repairs of the bus
- Must enjoy working with children and adults
- Keeps daily attendance and volunteer records
- Must supervise the bus monitor
- Makes sure that all emergency and evacuation plans are set and implemented
- Provides training to the bus monitor as needed
- Presents bus safety training at Parent Orientation and Parent Committee as requested
- Provides input to the monthly Head Start newsletter
- Is available to pick up and transport parents to monthly parent meetings
- When arriving early to school assists and supervises students until teaching staff is ready at designated start times
- Works in classrooms during teaching staff assigned break times
- Develops a well-coordinated bus route
- Assists office and classroom staff between bus routes
- Must maintain strict confidentiality
- Keep accurate records of ALL communication with families
- Completes other duties as assigned

### Qualifications:

- Must pass a criminal background check
- Must have or be willing to obtain a Food Handlers Card and First Aid/CPR training
- Be mobile, able to assist children up to 50lbs
- Working knowledge and relationship with the community
- Valid Washington State Driver's License w/ class B certification

- Over the age of 21 years old
- Must be prompt and reliable
- High School Diploma or GED or working towards a GED. Must successfully receive this certificate within one year of hire date
- Ability to communicate effectively with parents and staff
- Oral and written competency
- Able to follow proper procedures as set by the Head Start and Tribal Council

**GENERAL INFORMATION:**

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

**Special Requirements:** Must have and retain a valid Washington State Driver’s License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

**Indian preference will apply.** If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

**HOW TO APPLY**

Send Application Package to the address listed below.

Applications can be downloaded at [www.quileutenation.org/job-openings/](http://www.quileutenation.org/job-openings/)

Via email: [hr@quileutenation.org](mailto:hr@quileutenation.org)

-OR-

**The Quileute Tribe  
Human Resources Department  
P.O. Box 279  
La Push, Washington 98350**

**Ensure your Application contains:**

1. Quileute Tribal Application (REQUIRED)
2. Cover Letter (REQUIRED)
3. Resume (REQUIRED)
4. Tribal Enrollment Verification (REQUIRED)
5. Driver’s License (REQUIRED)
6. Diploma/Transcripts(s) High School/GED, College (REQUIRED)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

***NOTE: Incomplete applications will not be considered.***