

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

---

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Bus Driver/Maintenance

**Department:** Education, Head Start

**Hourly Rate:** \$17.00

**Full Time:** 40Hrs/Week

**Exempt:** No/Hourly

**Supervisor:** Assistant Director

**Posting Date:** In-House

**Opens:** September 20, 2024

**Closes:** September 27, 2024 at 4:30 PM

**Posting Date:** Public

**Opens:** October 09, 2024

**Closes:** October 24, 2024 at 4:30 PM



---

**Summary:** Responsible for the safe transportation of all Head Start participants to and from school; field trips; and other outings. This position must observe all safety and traffic regulations. Will acquire all necessary transportation training on safety and defensive driving, when available. Responsible for performing a variety of maintenance, custodial, groundskeeping, and related work to ensure BRHS maintains its properties in a safe, sanitary condition as well as meets all applicable Federal, State, and Tribal OSHA standards and guidelines as well as compliance with all applicable Head Start and daycare licensing policies and procedures. This position is subject to layoff when school is not in session.

**Essential Duties and Responsibilities** include the following:

**Driver Responsibilities:**

- Select proper equipment/bus restraints for children on their buses and secure child safety restraints to the vehicle being used.
- Use emergency equipment, conduct emergency evacuations, and daily pre-trip vehicle inspections.
- Maintain a daily log of the odometer.
- Advise management when their bus requires service.
- Keeping the vehicle full of gas.
- Maintaining the cleanliness of their vehicle.
- Along with the bus monitor-provide effective behavior management of the children being transported
- Provide positive role modeling at all times.
- Work with Management to review and update service plans on transportation on an annual basis.
- Promote the use of and speaking Ojibwemowin as proficiency level allows throughout the delivery of all Head Start services for children and families.
- Other duties assigned by the supervisor.

**Maintenance Responsibilities:**

- Maintenance includes the general maintenance and upkeep of the building, sidewalks, walk ramps, exits, and grounds. (Snow shoveling, ice removal/salting, ALL exits must be inspected and cleaned daily as a Licensing Requirement)
- Grass Mowing- around the building, both playgrounds, weed removal around the building).
- Must keep building clean and safe.
- A checklist will be provided for the guidance of daily, weekly, and monthly tasks.
- This position is subject to layoff when school is not in session.

- Maintenance positions will conduct playground inspections daily to see that the grounds are free from debris and dangerous objects before the children are able to play on them.
- Will collect all trash from the offices, classrooms, and bathrooms daily; tags with tribal stickers for waste management and dispose of properly outdoors.
- Vacuum hallways daily and all offices weekly.
- Will be responsible for the cleaning of staff bathrooms-disinfecting/sanitizing all staff bathrooms must be swept, mopped, and disinfected daily; this includes toilets and fixtures in the bathrooms; water fountain in the hallways, windows (inside and out) weekly in the spring to fall, and inside only during the winter months.
- Must keep supplies in stock for the bathrooms, kitchens, and classrooms with papers and soaps.
- Must perform custodial duties as required and any other duties assigned by the supervisor.
- Will also assist in doing fire drills, tornado drills, and fire alarm testing once a week and record.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community and 7 Grandfather Teachings is preferred for this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education and/or Experience:**

**Required:**

Must be at least eighteen (18) years of age.

High School Diploma or its equivalent is required.

General knowledge of child development, child protection laws (e.g. abuse and neglect), and evacuation drills.

Must be culturally sensitive.

Must be a positive role model at all times.

**Other Skills and Abilities:**

**Required:**

This is a required driver position.

Must possess a valid Class C Wisconsin Commercial Driver's License (CDL) with School Bus and Passenger endorsement and must meet eligibility requirements for coverage under the Tribe's Auto Insurance Policy within 90 days.

Must be able to work with preschool-age children.

First Aide, TOT Saver, CPR, and Shaken Baby Syndrome certification is mandatory and will be provided by the Head Start program.

Mandated reporting training will also be provided.

Must maintain strict confidentiality under the Privacy Act.

Must be able to work in a team environment and be culturally sensitive.

Must be dependable.

Excellent attendance is required.

**Background Check:**

This position is contingent on the required ability to pass a Wisconsin Department of Children and Families caregiver background check when working with children.

This position requires a driver check, to meet eligibility for tribal insurance.

**Reasoning Ability:**

Experience working with children.

**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 essential functions. Must be able to pass a medical examination that certifies that an individual is physically fit and able to work with children, including tuberculosis testing. Must be able to list children in and out of their children's restraints when necessary. Must be able to assist children on and off the bus when necessary. Must be able to lift up to 80 lbs. on occasion. This position will require sitting, standing, walking, bending, and stooping.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Human Resources**

**P.O. Box 39**

**Odanah, WI 54861**

<http://www.badriver-nsn.gov/>

**Application material may also be emailed to:**

[HRmanager@badriver-nsn.gov](mailto:HRmanager@badriver-nsn.gov)

[HRassistant@Badriver-nsn.gov](mailto:HRassistant@Badriver-nsn.gov)