

HOULTON BAND OF MALISEET INDIANS
JOB DESCRIPTION
Bus Driver

Status: Part-Time / 20 hrs per week

Supervised by: Director of Head Start

Role: Operate school bus to safely transport children to and from home and center, obeying all traffic laws. Clean and maintain agency vehicle; enforce all safety policies and procedures. Assist with communication between Head Start and parents.

Qualifications:

1. High School diploma or equivalent and must possess a Maine Class B Commercial Driver's License (CDL) with PS endorsements.
2. Ability to work frequently in a seated position.
3. Ability to lift and carry up to 70 pounds.
4. Clean background checks through the Federal/State Bureau of Investigation, DHHS, and/or Maine Bureau of Motor Vehicles, which indicate no previous record of involvement with child abuse and no criminal record which would preclude working with children.
5. Ability to pass medical exam every two years.
6. Knowledge of how to perform general maintenance and repairs in an efficient and orderly manner.
7. Minimum 3-12 months' experience transporting children in school transportation; experience working with younger children required.
8. Ability to pass CPR, First Aid, Defensive Driving and Passenger Assistance Training tests and successfully complete children's transportation training.

Application are available to download at our website maliseets.net, at the front desk of the Administration Building or by mail or email. If you would like an application or further information on the job description please contact the Human Resources Coordinator at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until a suitable candidate is found.

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.
