

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406-675-2700
PERSONNEL OFFICE FAX: 406-675-2711
WEBSITE ADDRESS: csktribes.org
E-mail: shelley.grenier@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Bus Driver
(May be hired on a contract)

LOCATION: TERS – Pablo, MT
An alternative school serving Native American youth
Grades 8th thru 12th

SALARY: \$17.00 per hour

CLOSING DATE: Thursday, May 2, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. A favorable determination resulting from a completed Background Investigation is required prior to your placement in this position. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.

DUTIES:

- Transport students to and from school on a daily basis.
- Follow established TERS bus routes.
- Supervise students on bus.
- Transport students and staff for field trips, school activities, athletic events, and general school errands.
- Will be available for after-school extra-curricular activities.
- Maintain reliable and safe transportation.
- Will be responsible for basic care and maintenance of vehicles.
- Maintain accurate attendance forms, mileage logs as required by TERS policies, and student count week forms.
- Other duties as per job description.

MINIMUM QUALIFICATIONS:

- High school diploma
- Commercial Driver's License w/school bus endorsement required by start date.
- Previous driving experience; excellent driving record/skills; no history of reckless or unsafe driving habits and/or suspended driving license privileges.
- Must pass drug test, background check, fingerprinting (no violence against children or other individuals, no sexual abuse against children).
- Have knowledge of Flathead Reservation roads, Montana State traffic laws, local and tribal driving ordinances and GSA requirements.
- Must have general vehicle maintenance and mechanical knowledge.
- Must be willing to promote a program of drug and alcohol-free education. Must be willing to be a team member of active staff and demonstrate cooperative behavior.
- Experience working with Native American youth and/or knowledge of Native American culture a plus but not required.

SUBMIT:

1. Tribal employment application.
2. Proof of enrollment from a federally recognized Tribe if other than CSKT.
3. If claiming veteran's preference, a copy of DD214 must be submitted.
4. Letter of Interest
5. Resume
6. Three (3) Reference Letters
7. Copies of Training Certificates, if applicable

❖ **FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS.**

 **INCLUDE A LETTER OF REFERENCE, COVER LETTER OR A RESUME AS A PERSONABLE SUPPLEMENT TO THE APPLICATION PACKET.**

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855 @ 406-675-2700 Ext. 1043.

FOR MORE INFORMATION: Contact: Rodney Bird, Superintendent @ 406-675-0292.