

# Vacancy Announcement



CANKDESKA CIKANA  
COMMUNITY COLLEGE

Spirit Lake Tribe

**Position Title:** Bus Driver/Maintenance Worker

**Salary:** \$22.00/hour + DOQ

**Supervisor:** Facilities Manager

**Opening Date:** July 7, 2025

**Closing Date:** Until Filled

## QUALIFICATIONS:

- Commercial Driver's License (CDL) with Passenger & School Bus Endorsement
- HS Diploma or GED
- Excellent driving record
- Ability to lift 50lbs.

## SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Safely operate a school bus equipped with necessary safety features for transporting children.
- Conduct pre- and post-trip vehicle inspections to ensure the bus is in proper working condition and report any issues promptly.
- Follow designated bus routes, schedules, and stops as assigned.
- Maintain appropriate child-to-staff ratios during transportation and ensure all children are accounted for at pickup and drop-off locations.
- Enforce proper use of child safety restraints, seat belts, and other safety equipment as per HSPPS.
- Practice active supervision to ensure children's safety during boarding, transit, and exiting the bus.
- Adhere to all CCCC Head Start policies and procedures related to transportation, child safety, and mandated reporting.
- Follow Head Start Program Performance Standards and local policies relevant to transportation services.
- Maintain accurate records, including daily vehicle inspection logs, transportation logs, and incident/accident reports as required.
- Pass the Department of Transportation (DOT) Physical Exam and tuberculosis test prior to employment.
- Ensure compliance with health and safety requirements at all times.
- Communicate effectively with children, families, and staff to create a positive and supportive environment during transportation.
- Report any transportation-related issues or concerns to the Facilities Manager promptly.
- Participate in required trainings, including child safety, active supervision, and emergency evacuation drills.
- Stay current on relevant regulations and best practices for school bus operations and child transportation safety.
- Perform routine maintenance tasks throughout the facility, including minor repairs, painting, and upkeep of equipment and furnishings.
- Ensure the facility is clean and sanitized, including restrooms, classrooms, common areas, and offices.
- Handle daily cleaning tasks such as vacuuming, mopping, dusting, and trash removal.
- Assist with outdoor maintenance, including snow removal, lawn care, and playground upkeep as needed.

**GENERAL INFORMATION:** A complete application shall consist of cover letter, current curriculum vitae or resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and copy of unofficial college transcripts (*Official copy required if hired*). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information, please call 701.766.1309 or visit our website at [www.littlehoop.edu](http://www.littlehoop.edu).

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Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to [vanessa.thomas@littlehoop.edu](mailto:vanessa.thomas@littlehoop.edu)

Visit our website [www.littlehoop.edu](http://www.littlehoop.edu) for an online application



07/07/25