

Northern Cheyenne Tribal Schools

#1 Campus Drive • P.O. Box 150 • Busby, Montana 59016-0150

Superintendent • Business Manager • Administrative Assistant • Phone# (406) 592-3646 • Fax# (406) 592-3645

Northern Cheyenne Tribal Schools Job Announcement

Position: Substitute Bus Drivers (2)
Salary: \$10.00 per hr (no benefits)
Report to: Transportation Supervisor
Closing Date: until filled

Minimum Qualifications:

- Must have current CDL Endorsement
- Must have proof of a DOT physical.
- Must have 10 hours of School Bus Safety Training.
- Must be 23 years or older.
- Must have S Endorsement

Duties and Responsibilities:

1. Only on an as needed basis.
2. Pre trip: Check bus daily for needed maintenance and repairs, report needs to supervisor. Assures requests are carried through in a timely manner.
3. Clean bus daily and washes bus weekly.
4. Supervises and monitors students assigned while they are riding to and from school or while transporting to extracurricular activities.
5. Remind students when needed, that they are to remain seated for liability purposes.
6. The bus driver is to schedule their route assisted by the Transportation Director so they arrive at the school no later than 8:00am.
7. Make sure the school bus camera is on at all times.
8. It is understood that there may be weekend work required for this position.
9. All bus drivers must follow and enforce all bus rules.
10. Perform other related duties as assigned.
11. The bus driver will use the Montana School Bus Manual as a basic job description.

How to Apply:

Submit a completed NCTS school application with background check to the Administrative Receptionist. **Applications are not complete unless the application has been submitted along with fingerprints.**

If you have any questions, please contact the Northern Cheyenne Tribal Schools Administration Office at 592-3646 ext. 137 or contact Administration 592-3646 ext. 137 or Calvin Brady Transportation Supervisor at 592-3139