



**EARLY CHILDHOOD DEVELOPMENT  
Prenatal to Five Head Start  
DAYBREAK STAR INDIAN CULTURAL CENTER**

**JOB Announcement**

**Head Start Bus Supervisor**

The United Indians of All Tribes Foundation (UIATF) is a not for profit organization working to provide vital social, cultural, and educational services to Seattle's American Indian/Alaska Native community.

**General Responsibilities:** The Bus Supervisor takes on some extra duties, in addition to being a Bus Driver. The driver must perform at the highest degree of professionalism, safety and responsibility for our children and families. The driver works closely with the Transportation Team and with a Monitor to deliver children to and from school. This position is a 9 months per year position, 10 hours per day, occasionally working on Fridays.

**Duties and Responsibilities:**

**Additional Duties for Bus Supervisor:** (Reports to Early Childhood Development Director)

- ❖ Maintain high degree of communications with Drivers to:
  1. Ensure accurate vehicles maintenance logs and monthly reports are submitted in a timely manner.
  2. Forward issues, questions, concerns and/or achievements from drivers and monitors to Management Team.
  3. Facilitate annual training: drivers, monitors and ongoing safety training.
  4. Work with P.O.C, ensure vehicle maintenance is completed.

**Children and Families**

- ❖ Greet and welcome children and families daily
- ❖ Ensure children mount and dismount the vehicle safely
- ❖ Ensure children are properly seated and follow safety rules
- ❖ In collaboration with Monitor, ensure fun, safe and happy bus environment
- ❖ Communicate effectively with Parents, problem solve and follow up as needed
- ❖ Maintain schedule, communicate any needed changes
- ❖ Maintain daily bus roster and check passengers before departing from school.

**Vehicle**

- ❖ Conduct mandatory vehicle checks, report any needed repairs, ensure vehicle maintenance and safety
- ❖ Keep vehicle clean and properly maintained.
- ❖ Follow all applicable Washington State laws and regulations
- ❖ Develop and maintain functional bus routes
- ❖ Report any accidents immediately to Supervisor
- ❖ Will perform other duties as assigned.

**Team**

- ❖ Maintain and submit timely and accurate reports
- ❖ Communicate effectively with all team members
- ❖ Participate in trainings and team meetings
- ❖ Propose solutions and follow up as needed

**Required Qualifications:**

- CDL and school bus drivers license
- Ability to keep accurate records
- Skills with young children and families
- Ability and desire to work effectively with low income children and families
- Physical requirements: arm movements, lifting (50lbs.), cleaning, etc.

**Conditions of Employment**

- Documentation of citizenship w/in 3 days of hire
- Submit to a criminal history background inquiry
- Possess valid Washington Driver's License
- Current First Aid/CPR w/in 60 days of hire

**Salary:** D.O.E., plus fringe benefit package.

**Opening Date:** Within UIATF:  
Community:

**Closing Date:** When suitable applicant is hired.

**How to Apply:** Resume and cover letter stating interest and qualifications should be sent to

**Personnel Office  
PO BOX 99100, SEATTLE, WA 98199  
PHONE: (206) 285-4425  
FAX: (206) 282-3640  
Email: [jobs@unitedindians.org](mailto:jobs@unitedindians.org)**

United Indians of All Tribes Foundation  
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