# CIRCLE OF LIFE ACADEMY

35223 Mission Road
PO Box 447
White Earth, MN 56591
P:(218) 983-4180 F:(218) 983-3767

"Our Circle of Life Academy is immersed in Anishinaabe Mino-Bimaadiziwin
for our children and community while providing the highest quality of education"

## Job Announcement

**Position:** Bus Driver Part-Time
**Location:** Circle of Life Academy
**Pay:** $21.44 per hr.
**Benefits:** 401K & PTO
**Open:** 10-26-2026
**Close:** 11-13-2026
**Status:** Part-Time
On-Call

The Circle of Life Academy is currently seeking a qualified applicant who will be responsible for performing skilled work in the operation of light and heavy school buses to transport students to and from school, sporting events and field trips.

**Outcomes:**

- Ensures the safety and well-being of children and adults being transported to and from Circle of Life Academy, sporting events and on field trips.
- Completes a comprehensive written inspection of the bus daily, reporting any conditions of concern to the Transportation Coordinator, before transporting children.
- In consultation with the Transportation Coordinator, develops and follows efficient and safe written bus routes.
- Operates bus in such a way that road and safety regulations are always followed; reports any traffic violations to the Transportation Coordinator immediately.
- Regulates heating equipment and ventilation of bus for comfort of passengers.
- Follows safe bus loading and unloading procedures.
- Follows procedures to guarantee no child is left alone on bus without adult supervision at any time, including ensuring all children have departed the bus at the end of all bus routes (morning, evening and during field trips or other special trips).
- Always maintains discipline on the bus.
- Performs other duties and responsibilities as required or assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Circle of Life Academy.
- Ability to operate a bus in a safe and economical manner.
- Ability to understand and carry out instructions.
- Ability to perform work requiring good physical condition.
- Ability to relate to students, parents, and school personnel.
- Ability to complete various forms and records, including updated route sheets, time sheets, field trip forms, incident and accident reports, etc.
- Knowledge of operation of CB radio and/or cell phone.
- Ability to write reports, and/or procedure manuals.
- Skilled and the ability to interact with students and personnel with tact and diplomacy.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

**Qualifications:**

- High School Diploma or GED.
- Commercial Drivers License (Class C) with a school bus endorsement. A DOT physical is also required, as is proof of a safe driving record. The DOT physical is required every two years or as directed by a medical professional.
- Current Medical Examiner's Certificate.
- Valid Minnesota Driver's License and insurable.
- Must be able to pass a Federal/DOT drug test as it pertains to federal regulations and CDL requirements.

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**Qualifications**

- Must be able to pass a criminal background check and drug screening.

**Send applications to:**
**Circle of Life Academy**
**Attn: Human Resources**
**P.O. Box 447**
**White Earth, MN 56591**

**Download applications at:**
https://cola.bie.edu/
https://www.whiteearth.com/

**EEO with Native Preference.**