

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: TRANSIT DRIVER II (1)
PROGRAM: Tribal Transit Program
DEPARTMENT: Transportation
REPORTS TO: Transit Supervisor
STATUS: On-Call/Temporary, Non-Exempt
LOCATION: Residence (Locale to Clinton, Elk City, Hammon or Weatherford)
ISSUE DATE: April 12, 2022 **CLOSING DATE:** Until Filled

Duties and Responsibilities:

Transit Driver II is under the direct supervision of the Transit Supervisor and the general supervision of the Transit Dispatcher/Receptionist and Transit Director. The Transit Driver II shall be responsible for providing transportation of passengers in an efficient and safe manner. Incumbent must be able to operate transit vehicle which includes pre/post vehicle inspections, preventative maintenance, ridership data reports, and the collection of fares. Incumbent must operate transit vehicle through varying weather conditions while complying with applicable laws and established policies and procedures. Incumbent is required to attend training programs to ensure compliance with federal and/or state requirements.

- Must be available to fill in to drive a Transit Fixed Route when a Transit Driver I is not working or taking leave
- Must be able to work outside the Tribes' normal 8:00 AM to 5:00 PM work schedule
- Shall provide safe and efficient transportation for the patrons of the Transit Program
- Must operate the bus on the designated route according to assigned schedule and may only redirect route with approval from superiors or as directed by Transit Dispatcher/Receptionist
- Shall respond to medical emergencies and injuries to passengers in a manner consistent with the guidelines of the Transit Program
- Shall be required to conduct and document pre- and post- trip inspection of vehicles and equipment prior to and upon completion of daily assignments

- Must be able to have a personal disposition when interacting with patrons, showing respect and being courteous and responsive to passenger's requests
- Shall be responsible for maintaining uniform(s) in a nice a clean manner that are assigned to perform Transit Driver duties
- Must adhere to the Tribes dress code and ensure a professional appearance and be well-groomed upon assignment of transports and/or routes to project a professional appearance as a representative of the Tribes
- Must keep necessary records, timesheets, ridership reports, inspection logs, maps, and various other tally sheets, and shall protect the integrity of said records through maintaining confidentiality
- Must be able to safely use the wheelchair lift provided and safely secure passengers who are in a wheelchair
- Must complete other tasks as assigned
- Must meet driver requirements

Qualifications:

- Must possess a valid Oklahoma Class D Driver's License
- Must provide a current Motor Vehicle Report (MVR) for insurance purposes.
- Must possess or be willing to obtain CPR, AED, and possibly Blood-borne Pathogens certification and/or training.
- Transit Drivers must pass a pre-employment drug screen and will be subject to random drug testing.
- Must be able to lift a minimum of 50 pounds with no physical barriers.
- Applicant must be able to communicate effectively and promptly to patrons and supervisors any findings or incidents.
- High school diploma or GED equivalent.
- Cheyenne-Arapaho Preference

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyennandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at:

www.cheyenneandarapaho-nsn.gov