

NORTHERN CHEYENNE TRIBE
Northern Cheyenne Transit
JOB ADVERTISEMENT

POSITION: Transit Driver

SALARY: \$13.00 - \$15.00 Hr.

ACCOUNTABLE TO: Northern Cheyenne Tribal Transit Program

CLASSIFICATION: Full-Time, Non-Exempt

OPENING DATE: November 17, 2021

CLOSING DATE: November 24, 2021 @ 4PM

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, **copy of current valid Driver's License, copy of your current (within 3 months) driving record**, copies of training credentials, current first aid & CPR certification, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043
Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

**** CDL NOT REQUIRED****

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
(applicant will be notified of any missing documents)

GENERAL DESCRIPTION OF DUTIES: The Transit Driver will operate buses and minibuses/vans, implement duties pertinent to the position, observe and obey transportation regulations and any other pertinent tasks related to the operation of a Transit system. The Transit Driver will operate gas or diesel buses, mini-buses or vans on routes for Northern Cheyenne Transit Program. The Transit Driver shall be under the direct supervision of the Transportation Department Assistant Director/Planner.

SPECIFIC DUTIES:

1. Will work split shifts **6am-10am and 3pm-7pm**, M-F, occasional Saturday run to Billings, MT.
2. At start of the shift, obtain route assignment, driver log, and transfer tickets packet. Obtain fare box from Transit Office Manager.
3. Walk around bus/van to observe any visual defects and checks operating systems- Brakes, horn, windshield wipers, lights, first-aid kits, emergency flashers, and door-operating device before starting trip. Checks with dispatcher for operation of available communication system.
4. Reports to starting point of assigned route five minutes before scheduled departure time.
5. Pick up and discharges at Transit stops or stations, following prescribed company service route and safety rules. Announce stops. At end of route, checks bus/van interior for any forgotten personal items and remove and large waste items.
6. Collect fares and prepare transfers for persons to go on other routes. Answer questions about fares, routes and services.
7. Helps elderly or handicapped persons to enter and exit the bus/van.

8. Reports emergency or imminent safety conditions to dispatcher via available communication system.
9. Completes drive log at completion of shift, noting any safety concerns, customer complaints, or comments. Inserts transfers in run report envelope, participates with designated Transit Staff in opening and closing counts on fare box.
10. Complies with all local, state, federal and tribal traffic regulations.
11. Reports accidents immediately to dispatcher, requesting police or ambulance services as needed. Assists injured persons from the first-aid kit until services arrive. Completes Tribal accident form within (24) hours.
12. May be assigned to switch buses around buses in storage yard or move buses in and out of maintenance line.
13. Random drug and alcohol testing per the Federal Transit Administration (FTA) of the U.S. Department of Transportation (U.S. DOT) as published in regulations 49 CFR Part 40, as amended and 655.
14. Will do an occasional Saturday run to Billings.
15. All related duties as assigned.
16. At the end of shift will be required to clean your bus, this includes: sweeping, mopping, wiping down seats, cleaning windows, walls, etc.

REQUIREMENTS/QUALIFICATIONS:

1. This position is classified as a Sensitive position and is subject to more stringent Drug Screening and Background Checks.
2. Must have a High School Diploma or GED Certificate.
3. Will need to obtain First-Aid certification and C.P.R. certification.
4. Must have a current valid Driver's License.
5. Must have an excellent driving record, as verified through the State Motor Vehicle Department.
6. Friendly service, Customer-oriented personality.
7. Must be and remain alcohol and drug free. Candidates must pass a pre-employment drug screening and those receiving conditional offer of employment must pass a medical examination, as required by the department of transportation.
8. Must have physical strength adequate to maneuver the bus/van and assist passengers.
9. Must be able to work independently, and must be willing to work shifts that vary from day to night and may operate seven days a week. Driving commuter runs may result in working split shifts.
10. Indian Preference, with first preference given to qualified enrolled members of the Northern Cheyenne Tribe.