

**\*\*VACANCY ANNOUNCEMENT\*\***

**POSITION:** TRANSIT DRIVER II, 3 On-Call Positions

**LOCATION:** Roads/Tribal Transit Program

Residence (locale to Tribal Community of Seiling, Canton, Weatherford, El Reno and Oklahoma City)

**ISSUE DATE:** December 10, 2010

**CLOSING DATE: UNTIL FILLED**

**DUTIES AND RESPONSIBILITIES:**

The Transit Drivers shall fall under the direct supervision of the Transit Supervisor and shall be responsible for providing safe transportation of clients and riders for the route delegated to operate. Under the Transit Driver's responsibility is the efficient and safe manner in which to operate transit vehicles, the required daily driver's inspections, preventative maintenance and collection of fares. The Transit Driver must operate designated transit vehicle through varying weather conditions and must provide for the safety and well-being of the passengers. Incumbent shall effectively see to adhering to policies and procedures and other set guidelines to accurately deploy services to the general public and do so with a personal disposition. The Transit Driver shall be required to attend various training program to ensure compliance with federal and/or state requirements.

- Shall be available to drive the route when the transit I is not working or taking leave.
- Shall be required to work outside the Tribe's normal 8:00am to 5:00pm 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 dispatched.
- Shall respond to medical emergencies and injuries to passengers in a manner consistent with the guidelines of the Transit Program
- Conduct and document pre- and post- trip inspection of vehicles and equipment prior to and upon completion of daily assignments
- Shall have a personal disposition when interacting with patrons, showing respect and being courteous and responsive to passenger's requests.
- Shall maintain assigned uniform and appear well groomed on assigned routes.
- 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.

**QUALIFICATIONS:**

- Must possess or be willing to attend training programs to gain CPR and CDL certifications.
- Must pass a pre-employment drug screening process and subject to random drug testing.
- Must maintain a clean driving record and may be required to provide a Motor Vehicle Report (MVR)
- Must be able to lift a minimum of 50 lbs. with no physical barriers
- Must possess the ability to communicate effectively both orally and written.

- Must possess High School diploma, possible completion of a commercial driving training program and defensive driving program. Experience may be an acceptable equivalent.

**SALARY:** Negotiable, depending on qualifications and experience. Some training will be necessary.

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

Cheyenne-Arapaho Tribes of Oklahoma

**Personnel Department**

P.O. Box 38

Concho, OK 73022

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