PERSONNEL

CHEYENNE & ARAPAHO TRIBES

P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222

*****VACANCY ANNOUNCEMENT*****

Position: Transit Driver II, On-Call Status

Program: Roads/Tribal Transit Program

Department: Department of Administration

Location(s): Residence (locale to Tribal Community of Seiling, Canton, El Reno, and Concho)

Issue Date: January 7, 2016 **Closing Date:** Until filled

Duties and Responsibilities: Transit Driver II is under the direct supervision of the Transit Coordinator and shall be responsible for providing safe transportation of passengers of the service in an efficient and safe manner. Incumbent must be able to operate transit vehicle which includes pre/post vehicle inspections, preventative maintenance, 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.

JOB DUTIES:

- Shall be available to drive the route when the Transit I is not working or taking leave
- Shall be required to work outside the Tribes' normal 8:00 AM – 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 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 as 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:

- Valid Oklahoma Class D Driver License.
- Must possess or be willing to obtain CPR certification.
- Transit Drivers must pass a pre-employment drug screening process and 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 to patrons and supervisors any findings or incidents.
- High school diploma or GED equivalent.
- Cheyenne-Arapaho Preference

Concho, OK 73022

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@c-a-tribes.org
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

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